



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

MCO P5000.21
AR
22 Apr 94

MARINE CORPS ORDER P5000.21 W/CH 1 - 2

From: Commandant of the Marine Corps
To: Distribution List

Subj: HEADQUARTERS MARINE CORPS ADMINISTRATIVE MANUAL (SHORT TITLE:
HQADMINMAN)

Encl: (1) LOCATOR SHEET

1. Purpose. To provide current instructions and guidance governing the administration of Headquarters Marine Corps.
2. Cancellation. HQO 5604.1A; HQO P5000.12E; HQO P5215.11E, Chapter 2; HQBul 4400 of 25 Nov 88; MCBul 4600 of 29 Sep 89; MCBul 5230 of 14 Dec 89; MCBul 5300 of 26 Jun 92; and MCBul 5330 of 3 Jan 89.
3. Summary of Revision. This Manual contains a substantial number of changes and must be completely reviewed.
4. Certification. Reviewed and approved this date.

Leo J. Kelly
LEO J. KELLY
By direction

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DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

MCO P5000.21 Ch 1
AR
26 Sep 96

MARINE CORPS ORDER P5000.21 Ch 1

From: Commandant of the Marine Corps
To: Distribution List
Subj: HEADQUARTERS MARINE CORPS ADMINISTRATIVE MANUAL (SHORT
TITLE: HQADMINMAN)

Encl: (1) New page inserts to MCO P5000.21

1. Purpose. To transmit new page inserts to the basic Manual.

2. Action. In Chapter 4, remove present pages 4-35 through 4-38 and replace with corresponding pages contained in the enclosure.

3. Summary of Changes

a. Changes concerning Reporting Senior Responsibilities
(Table 4-1) include:

(1) Commandant of the Marine Corps now includes reporting on DMCS, and Chaplain.

(2) Assistant Commandant of the Marine Corps now includes reporting on DC/S I&L.

(3) Director, Marine Corps Staff now includes reporting on DirAR, DirSPD, and DirTQL.

(4) Added DC/S I&L reporting on COMMARCORSYCOM and COMMARCORLOGBASES with CMC as the Reviewing Officer.

b. Changes concerning Reviewing Officer Responsibilities
(Table 4-2) include:

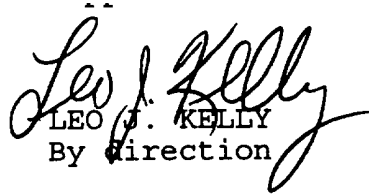
(1) Commandant of the Marine Corps now includes reviewing VCJC and CINC's.

(2) Commandant of the Marine Corps now includes reviewing fitness reports prepared by the Legislative Assistant to the Commandant on the U.S. Senate and U.S. House of Representative Liaison Officers.

4. Filing Instructions. This Change transmittal will be filed immediately following the signature page of the basic Manual.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

5. Certification. Reviewed and approved this date.


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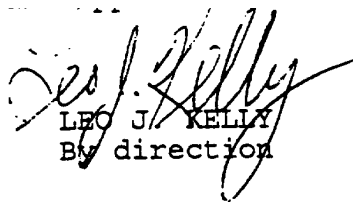
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TITLE: HQADMINMAN)

Encl: (1) New page insert to MCO P5000.21

1. Purpose. To transmit new page insert to the basic Manual.
2. Action. In Chapter 4, remove present pages 4-37 and 4-38 and replace with corresponding pages contained in the enclosure.
3. Summary of Changes. CG MCRC was omitted from Change 1 to basic Manual.
4. Filing Instructions. This Change transmittal will be filed immediately following the signature page of the basic Manual.
5. Certification. Reviewed and approved this date.


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By direction

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Manual.)

ENCLOSURE (1)

RECORD OF CHANGES

Log completed change action indicated

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

CONTENTS

CHAPTER	INTRODUCTION
1	GENERAL
2	HEADQUARTERS ROUTINE
3	SECURITY
4	HEADQUARTERS STAFFING AND ADMINISTRATION OF HEADQUARTERS PERSONNEL
5	HEADQUARTERS SERVICES
6	MARINE CORPS PERSONNEL RECORDS
7	STAFF STUDIES
8	PUBLICATIONS AND DIRECTIVES
9	INSPECTIONS, AUDITS, AND INVESTIGATIONS
10	PUBLIC AFFAIRS
11	LEGISLATIVE MATTERS

INDEX

INTRODUCTION

0001. PURPOSE. To identify the functions and issue administrative rules and regulations of HQMC.

0002. ORGANIZATION

1. This Manual is organized into chapters identified by an Arabic numeral as listed in the overall contents.

2. Paragraph numbering is based upon four digits. The first number indicates the chapter; the next digit, the section, the final two digits the general major paragraph number; and the combinations which follow the decimal point, the subparagraph number; e.g., 5101.3c(1) refers to chapter 5, section 1, general major paragraph 01, subparagraph 3c(1).

3. Pages are numbered in separate series by chapter number, with the chapter number preceding each page number; e.g., the 10th page of chapter 5 is shown as

5-10. The figures referred to in a chapter are at the end of that chapter.

4. The term "Headquarters staff agency" or "staff agency" refers to the departments, separate divisions, and separate offices of the Headquarters. The term "activity" refers to offices, activities, or agencies outside of HQMC. Abbreviations for Headquarters staff agencies appear in the HQMC Supplement to the DON correspondence Manual.

0003. RESPONSIBILITY. The DirAR (AR) is responsible for compiling, editing, and maintaining the currency of this Manual.

0004. POLICY. Policy, as used in this Manual, means a guiding principle set up by the Commandant to govern actions, usually under repetitive circumstances. Its primary purpose is to sanction these actions in advance. Policy is a primary instrument of coordination and control. It yields a consistency of action which makes current operation effective and allows the Marine Corps to reach its goals.

0005. CHANGES

1. This Manual is in looseleaf form to make it easier to insert page changes. Interfile changes in the basic manual in consecutive order and complete the Record of Changes page.

2. Send proposed revisions to the DirAR (AR) as they occur. After review and approval, they will be published.

3. Minor changes should also be sent as they occur, however, they may be held until enough changes are received to warrant the publication of a change to the Manual.

4. Originators of recommended changes are responsible for required staffing, if appropriate, before sending the change to the DirAR (AR).

CHAPTER 1

GENERAL

	<u>PARAGRAPH</u>	<u>PAGE</u>
HEADQUARTERS MARINE CORPS ADMINISTRATIVE MANUAL.....	1000	1-3
COMPILING AND MAINTAINING PROCEDURES MANUALS.....	1001	1-3
DEPARTMENT OF THE NAVY BLOOD PROGRAM.....	1002	1-3
SOLICITATION AND FUNDRAISING CAMPAIGNS FOR HEALTH, WELFARE, AND EMERGENCY RELIEF ORGANIZATIONS.....	1003	1-4
COMMANDANT OF THE MARINE CORPS RECURRING STAFF MEETINGS.....	1004	1-5
DESIGNATION OF MARINE CORPS REPRESENTATION AT POLICY PRESENTATIONS AND INFORMATION BRIEFINGS FOR THE SECRETARY OF THE NAVY.....	1005	1-5
REPRESENTATIVE OF THE COMMANDANT OF THE MARINE CORPS AT CERTAIN CHANGE OF COMMAND CEREMONIES.....	1006	1-5
BRIEFINGS FOR THE COMMANDANT OF THE MARINE CORPS.....	1007	1-6
OPERATIONAL AND ADMINISTRATIVE BRIEFINGS.....	1008	1-6
PROMULGATION AND MAINTENANCE OF RECORDS OF DECISIONS BY THE COMMANDANT AND ASSISTANT COMMANDANT.....	1009	1-6
PROVIDING INFORMATION ON CURRENT ISSUES TO THE COMMANDING GENERAL, MARINE CORPS COMBAT DEVELOPMENT COMMAND (CG MCCDC).....	1010	1-7
TRIPBOOKS FOR THE COMMANDANT OF THE MARINE CORPS AND OTHER DESIGNATED OFFICIALS.....	1011	1-7

FIGURE

1-1	STAFF AGENCIES AND ACTIVITIES INCLUDED IN FUNDRAISING CAMPAIGNS PARTICIPATED IN BY HEADQUARTERS MARINE CORPS	1-9
		1-1

CHAPTER 1

GENERAL

1000. HEADQUARTERS MARINE CORPS ADMINISTRATIVE MANUAL

1. This Manual contains instructions that are Headquarters-wide in scope. Some material is based on decisions, directives, or policy statements of the Commandant of the Marine Corps (CMC) or Assistant Commandant of the Marine Corps (ACMC), and is directive in nature. Any proposed deviations from this type of material must be staffed to the DirAR for decision before implementation.

2. Staff agencies will ensure that the material for which they are responsible is current and accurate. Duplication of material contained in other publications will be avoided.

1001. COMPILING AND MAINTAINING PROCEDURES MANUALS

1. Heads of staff agencies are encouraged to develop and keep a procedures manual which provides guidance to staff agency personnel and serves as a reference in the orientation and training of new employees.

2. The contents of a procedures manual will typically include:

a. Administrative instructions.

b. Organization and function statements in greater detail, if required, than appear in MCO P5400.45, Headquarters Marine Corps Organization Manual.

c. Standing operating procedures, if desirable.

d. Operating policy statements and guidance of interest.

e. Any other material considered appropriate.

1002. DEPARTMENT OF THE NAVY BLOOD PROGRAM

1. OPNAVINST 6530.2C, issued jointly by the CMC and the CNO, prescribes policies for conducting the Department of the Navy Blood Program. Navy and Marine Corps volunteer donors supply all the basic blood requirements of the Medical Department. Blood and blood components are indispensable in lifesaving medical practice. An adequate supply of needed groups and types of whole blood must be available to naval hospitals at all times.

2. The Navy Blood Program in the greater Washington area is represented by the Blood Bank of the National Naval Medical Center, Bethesda, Maryland. Blood is collected from volunteer donors; active duty, dependents, civil service, and retired personnel. The Blood Bank also offers limited donor support to the local programs of the American Red Cross, American Association of Blood Banks, and other nonprofit civilian blood banking institutions.

3. Blood collection dates are normally scheduled on the first Tuesday of each month. The DirAR (ARAC) will post notice flyers and other reminders prior to bloodmobile visits to the Headquarters.

4. The CMC enjoins the whole-hearted support and cooperation of all Headquarters personnel. Staff agencies will allow military and civilian volunteers to donate blood during working hours, for both routine and emergency blood requirements.

1003. SOLICITATION AND FUNDRAISING CAMPAIGNS FOR HEALTH, WELFARE,
AND EMERGENCY RELIEF ORGANIZATIONS

1. The soliciting of alms and contributions, commercial soliciting and vending of all kinds, the display or distribution of commercial advertising, and the collecting of private debts is prohibited in or on property controlled and occupied by HQMC activities. DoD regulations govern solicitation and contributions in public areas of the ARLEX. DoD regulations parallel those outlined above and do not apply to national or local drives for funds for welfare, health, and other purposes sponsored or approved by the CMC.

2. HQMC annually contributes to the following fundraising campaigns:

- a. Navy-Marine Corps Relief Fund Drive conducted during May and June.
- b. HQMC Combined Federal Campaign (CFC) conducted from October through December.
- c. Emergency and disaster appeals conducted as necessary.

3. Each staff agency and activity listed in figure 1-1 is a separate reporting unit for each drive and will appoint a single point of contact to provide overall coordination within their respective staff agencies/activities. (This individual is referred to as "team captain" for the HQMC CFC; as head "keyperson" for the Navy-Marine Corps Relief Fund Drive and emergency/disaster appeals.)

4. The Commandant of the Marine Corps annually serves as both the Co-Chairman for the Department of the Navy, National Capital Region Combined Federal Campaign (CFC) and as the Division Chairperson, HQMC CFC. In addition, the following campaign officials provide guidance and supervision for the HQMC CFC:

- a. HQMC Division Vice Chairman - The DirAR assists the HQMC CFC Chairman.
- b. HQMC Division Campaign Manager (assigned by the DirAR) - The CFC Campaign Manager organizes and manages the campaign; develops objectives, themes and strategies; briefs team captains on managing the campaign and conducts training sessions for keyworkers; identifies and resolves campaign difficulties; represents HQMC at external and internal functions; receives and audits pledges; prepares, presents and delivers campaign reports; delivers campaign pledges to central receipt point; and, plans and prepares the recognition awards and ceremonies.
- c. Team captains (designated for each reporting unit) - Team captains assume the leadership responsibility for a group of keyworkers, and attend keyworker orientation with his or her group of keyworkers. With the keyworkers, arranges for employees to see contributors video. Collects completed pledge card carriers from keyworkers; prepares CFC Report envelope and confidential gifts report envelopes. Distributes campaign Eagle Award lapel pins to keyworkers for presentation to qualified employees and gives recognition to keyworkers.

d. Keyworkers (selected or appointed by team captains) - Keyworkers assume the responsibility of contacting 10 coworkers to collect pledge cards; attends the kick-off and training session for keyworkers; works with team captain to arrange viewing of contributors video; invites coworkers to video session. Following video session, contacts coworkers who attended session to ask for pledge, ensuring 100 percent solicitation. Keyworkers also answer questions about the campaign; collect pledge cards, contributions and prepares appropriate forms and delivers them to their team captain. Receives and passes confidential gifts to team captains and reports weekly progress to team captains. Keyworkers also attend recognition ceremonies.

5. The following goals are established:

a. For the Navy-Marine Corps Relief annual call for contributions, the goal is to equal or surpass the previous year's total monetary contribution, with 100 percent participation sought.

b. A monetary goal will be assigned to this Headquarters for the CFC with 100 percent solicitation sought.

c. For the emergency and disaster fundraising campaigns there is no monetary goal. Percentage of participation is the keynote, with 100 percent participation sought.

1004. COMMANDANT OF THE MARINE CORPS RECURRING STAFF MEETINGS

1. The "CMC Update" takes place each Monday in the Commandant's office. The following principals attend: (No representatives)

ACMC DC/S I&L DC/M&RA DC/S PP&O DC/S Avn DMCS

2. The CMC Special Staff update takes place each Monday in the Commandant's office. The following principals attend: (Representatives allowed)

DMCS DirSplProj DirAR CL DirHS IGMC SJA OLA
PA REL

3. The CMC "While You Were Away" update will take place as needed. The "While You Were Away" update attendees consist of the members of paragraph 1 and 2 above and DC/S P&R, and the AC/S C4I.

1005. DESIGNATION OF MARINE CORPS REPRESENTATION AT POLICY PRESENTATIONS AND INFORMATION BRIEFINGS FOR THE SECRETARY OF THE NAVY

1. When the DC/S P&R (R) receives a scheduling memorandum of policy presentations and informational briefings for the SecNav, he will assign staff cognizance telling each staff agency what is required.

2. For studies presentations, the DC/S P&R (R) will coordinate with the COMMARCORSYSCOM in determining proper staff cognizance.

1006. REPRESENTATIVE OF THE COMMANDANT OF THE MARINE CORPS AT CERTAIN CHANGE OF COMMAND CEREEMONIES

1. It is the Commandant's policy, when he is unable to attend change of command ceremonies at any major Marine Corps command within the continental United States involving general officers, that a general officer be appointed as his representative.

2. Responsibility for action in HQMC is assigned as follows:

a. Deputy Chief of Staff for Manpower and Reserve Affairs. Advises the DMCS and the DirSplProj of all impending command changes involving general officers.

b. Director, Special Projects Directorate. Recommends to the DMCS a representative. Prepares a message designating a general officer to represent the CMC and prepares the CMC's remarks the representative is to read.

c. Deputy Chief of Staff for Aviation. Arranges Government air transportation as needed.

d. Director of Public Affairs. Ensures proper public information coverage is provided.

1007. BRIEFINGS FOR THE COMMANDANT OF THE MARINE CORPS. Heads of staff agencies who wish to bring selected matters to the CMC's attention may set up a briefing through the DMCS.

1008. OPERATIONAL AND ADMINISTRATIVE BRIEFINGS

1. Operational and administrative briefings are defined as follows:

a. Operational. Briefings concerning specific Marine Corps operations or campaigns including current/planned combat and contingency/exercise activities.

b. Administrative. Briefings concerning Marine Corps plans, problem areas, and applicable policies set up by the Commandant.

2. The continuing need for members of the Headquarters staff to brief designated military and civilian officials concerning Marine Corps operational and administrative matters requires the establishment of a single point of overall coordination. In that regard, the following responsibilities are assigned:

a. The DC/S PP&O is responsible for the coordination of all operational briefing.

b. The coordinating agencies listed in MCO 5050.16D are responsible for administrative briefings.

c. The DirAR is responsible for providing briefing facilities, graphic support, and training aids.

d. The DirIntel is responsible for providing the proper briefing facility when secure space is required.

1009. PROMULGATION AND MAINTENANCE OF RECORDS OF DECISIONS BY THE COMMANDANT AND ASSISTANT COMMANDANT

1. Each originating staff agency is the office of permanent record and will keep files on decisions by the CMC and ACMC. Copies of decisions on policy matters will also be given to DC/S PP&O as required by paragraph 1011.

2. The originator or the primary staff agency is responsible for quickly publishing decisions rendered by the CMC and ACMC to all interested agencies.

1010. PROVIDING INFORMATION ON CURRENT ISSUES TO THE COMMANDING GENERAL,
MARINE CORPS COMBAT DEVELOPMENT COMMAND (CG MCCDC)

1. It is imperative the CG MCCDC be kept informed on Marine Corps issues to ensure instructions, studies, and development programs are completed per current policies.
2. The DC/S PP&O will provide a policy notebook to the CC MCCDC and keep it updated as needed.
3. Heads of other Headquarters staff agencies will provide the DC/S PP&O with all policy issues pertinent to CG MCCDC. Normally, the inclusion of DC/S PP&O as an information or "copy to" addressee on all relevant policy correspondence will suffice.

1011. TRIPBOOKS FOR THE COMMANDANT OF THE MARINE CORPS AND OTHER DESIGNATED
OFFICIALS

1. Tripbooks will be prepared for the Comandant and other designated officials for visits to Marine Corps installations and locations where there is no Marine Corps unit (e.g., a visit hosted by a foreign government, a speaking engagement, or a visit to another service). Information will be presented in the form of a point paper, providing intelligence data, biographies of key personnel, and other documents as appropriate. A potentially contentious item will not be included in a tripbook unless that item has been coordinated through the staff of the command to be visited.
2. The DirSplProj compiles items in tripbooks. Approximately 1 month prior to a visit, the DirSplProj will ask for recommendations for topics from the Headquarters staff and send them to the CMC. After the selection of topics for which point papers are desired, the DirSplProj will notify cognizant staff agencies. Submissions will be due to the DirSplProj 3 working days prior to the date the tripbook is due to the CMC.
 - a. The information will be provided as a point paper prepared in the format contained in the HQMC Supplement to the DON Correspondence Manual.
 - (1) If more documentation beyond the basic point paper is required, enclosures will be used.
 - (2) Point papers on potentially controversial issues will have the name and phone number of the HQMC action officer and the name, billet, and phone number of the person in the field with whom the issue was coordinated.
 - b. The DirIntel will provide biographic data on key foreign officials, as well as maps and other intelligence data. Direct liaison with the aides or office of the traveling official is authorized to obtain itinerary information and names of foreign officials being visited.
 - c. The DirSplProj will obtain biographic data on other service U.S. commanders or officials as needed.

Headquarters Marine Corps

Office of the Commandant/Assistant Commandant/Director, Marine Corps Staff
Office of the Counsel to the Commandant
Office of the Legislative Assistant to the Commandant
Manpower and Reserve Affairs Department
Plans, Policies and Operations Department
Installations and Logistics Department
Aviation Department
Office of the Naval Inspector General for the Marine Corps
Programs and Resources Department
Command, Control, Communications, Computer and Intelligence (C4I) Department
Staff Judge Advocate Division
Office of Health Services
History and Museums Division
Office of the Chaplain, USMC
Public Affairs Division
Administration and Resource Management Division
Marine Corps Uniform Board

Other Activities

Headquarters Battalion, HQMC
Marine Barracks, Washington, DC (except for Navy Relief)
Marine Corps Systems Command (Clarendon Square only)

Figure 1-1.--Staff Agencies and Activities Included in Fundraising Campaigns
Participated in by Headquarters Marine Corps.

CHAPTER 2

HEADQUARTERS ROUTINE

	<u>PARAGRAPH</u>	<u>PAGE</u>
HOLIDAYS.....	2000	2-3
STANDARD AND DAYLIGHT SAVINGS TIME.....	2001	2-3
HOURS OF DUTY.....	2002	2-3
WEEKEND WATCH.....	2003	2-3
HEADQUARTERS STAFF DUTY WATCH.....	2004	2-4
HENDERSON HALL (POST) DUTY ASSIGNMENTS.....	2005	2-5
WEARING OF THE UNIFORM.....	2006	2-5
		2-1

CHAPTER 2

HEADQUARTERS ROUTINE

2000. HOLIDAYS. This Headquarters will observe the following days as legal holidays:

New Year's Day, January 1
Martin Luther King, Jr.'s Birthday, the third Monday in January
Washington's Birthday, the third Monday in February
Memorial Day, the last Monday in May
Independence Day, July 4
Labor Day, the first Monday in September
Columbus Day, the second Monday in October
Veteran's Day, November 11
Thanksgiving Day, the fourth Thursday in November
Christmas Day, December 25

If a holiday falls on a Sunday, the following workday will be observed as the legal holiday. If the holiday falls on a Saturday, the preceding Friday will be observed as the legal holiday.

2001. STANDARD AND DAYLIGHT SAVINGS TIME. Standard time is advanced 1 hour beginning at 2 a.m. the first Sunday in April and ending at 2 a.m. the last Sunday in October (Title 5, U.S.C.).

2002. HOURS OF DUTY

1. The regular tour of duty for civilian personnel assigned to HQMC is 0800 to 1630, daily, Monday through Friday, with 1/2 hour allowed for lunch. Staff agencies may approve alternative tours of duty for individuals within the hours of 0600 to 1800 as the needs of the organization permit. Some staff agencies have implemented the flexitime or compressed work schedules (CWS) per MCO 12620.1. If an employee elects to participate in the flexitime/CWS program, the election form is completed and forwarded to the DirAR (ARCC).

. The hours of work of individual civilian employees in excess of the regularly scheduled work hours may be authorized when circumstances dictate. However, overtime must be approved in advance by the DirAR per MCO 12600.

3. Normal working hours for military personnel are determined by the heads of the staff agencies.

2003. WEEKEND WATCH

1. Heads of staff agencies, less separate offices and boards, will set up their own weekend and holiday duty watches, consisting of at least one officer knowledgeable in the functions performed within the staff agency who can readily be reached by telephone in the event of an emergency.

2. Each Thursday morning all staff agencies, less separate offices and boards, will send the DirAR (ARAC) a current roster of officers assigned to weekend and holiday watches. Headquarters staff agencies may send a monthly roster provided changes are reported in writing to the DirAR (ARAC) by Thursday morning preceding the affected weekend. The roster will include name, grade, organization, security access, and home telephone number.

It will also include the officer(s) assigned duty during legal holidays. The DirAR (ARAC) will combine information into a Headquarters listing, and make distribution by 1200 each Friday (Thursday when Friday is a holiday).

2004. HEADQUARTERS STAFF DUTY WATCH

1. The DirAR (ARA) will assign Majors and Majors select as the Headquarters Staff Duty Officer (SDO); staff sergeants and gunnery sergeants as the Headquarters Staff Duty NonCommissioned Officer (SDNCO); corporals and sergeants as assistant SDNCO; and privates through lance corporals as security watch.

2. The office of the Headquarters staff duty watch is in room 1010. Orders for the Headquarters staff duty watch and other supplemental information are contained in MCO 1601.1.

3. Marines assigned to the following staff agencies and billets are exempt from assignment to the Headquarters staff duty watch.

- a. Office of the Commandant
- b. Office of the Assistant Commandant
- c. Office of the Director, Marine Corps Staff
- d. Inspection Division (Inspection Team Members Only)
- * e. Command Center Section, PP&O
- f. Administrative Assistants to DC/S's M&RA, I&L, Avn, and PP&O
- * g. Casualty Section, PersAffairsBr, HumanResourcesDiv, M&RA Dept
- * h. Arlington Annex Communications Center
 - i. Personnel assigned to billets external to HQMC
 - j. Personnel assigned as History and Museums Division Duty
 - k. Personnel assigned to the SPINTCOMM, Intelligence Division
 - l. Personnel assigned to CMC Communications Team, C4 Systems Division
 - m. Personal Affairs Branch, Human Resources Division, Manpower and Reserve Affairs Department
 - n. Personnel assigned to Deserter Information Point, Human Resources Division, Manpower and Reserve Affairs Department
 - o. Personnel assigned to PMO, HqBn
 - p. Personnel assigned to the Terrorist Threat Unit Intelligence Division
- * Watch standers only.

4. Personnel other than those exempt in subparagraph 2004.3, will not be permanently excused from HQMC and Post duty assignments unless specifically approved in writing by the DMCS.

2005. HENDERSON HALL (POST) DUTY ASSIGNMENTS. Company grade officers will be assigned to duty on a rotating basis as Post Officer of the Day (OOD); staff sergeants and gnnnery sergeants as either the HQMC or Post SDNCO; and privates through sergeants as BEQ duty personnel and HQMC staff duty watch members. Specific details about post duty assignments are contained in Post Order 1601.1 and transmitted electronically on the local area network (LAN) by E-mail announcing both the HQMC staff duty watch and post duty assignments. personnel assigned to billets described in 2004.3, are exempt from post duty assignments.

1. Uniform regulations for Marine Corps personnel assigned to HQMC are as prescribed in MCO P1020.34, post/battalion orders in the 1020 series, and as amplified below.

3. Heads of staff agencies may authorize their military personnel to wear the utility uniform on specific occasions when working under conditions that could cause soiling of the service uniform. Send requests for personnel to wear the utility uniform on a continual basis to the Commanding Officer, Headquarters Battalion, for approval. The restriction on wearing the utility uniform applies to personnel assigned duty within HQMC whether performance of duty is in the ARLEX or external facilities.

a. Winter Uniform

(2) Uniform of the Day First Monday in November

b. Summer Uniform	First Monday in April
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5. When circumstances dictate the wearing of more formal attire, personnel will exercise care in selecting the proper uniform for the occasion.

6. When Marines assigned to the ARLEX, Clarendon Square Building, and Washington Navy Yard, wear civilian clothing during or after working hours, their attire will be of the same comparable degree of formality as the uniform prescribed for duty. Inappropriate attire includes shorts, shower shoes, tee shirts, and athletic attire, and will not be worn. Marines assigned to the ARLEX may wear athletic attire within ARLEX provided they are using the ARLEX locker room/shower facility in conjunction with participation in physical fitness activities.

CHAPTER 3

SECURITY

<u>PAGE</u>	<u>PARAGRAPH</u>
HEADQUARTERS MARINE CORPS SECURITY WATCH.....	3000 3-3
DEPARTMENT OF DEFENSE BUILDING PASSES.....	3001 3-3
THEFTS OF PERSONAL ITEMS.....	3002 3-4
VISITORS, SOLICITORS, AND PEDDLERS.....	3003 3-4
SECURITY OF CLASSIFIED MATTER AND OFFICIAL INFORMATION.....	3004 3-4
PROPERTY PASSES.....	3005 3-4
ACCESS TO THE MARINE CORPS COMMAND CENTER (MCCC).....	3006 3-5
DESTRUCTION OF CLASSIFIED MATERIAL.....	3007 3-5
SPECIAL INTELLIGENCE (SI)/SPECIAL ACTIVITIES OFFICE (SAO) ACCESSES.....	3008 3-5

FIGURE

3-1	SAMPLE OF DOD BUILDING PASS REQUEST FORM	3-7
		3-1

CHAPTER 3

SECURITY

3000. HEADQUARTERS MARINE CORPS SECURITY WATCH

. The office of the Headquarters Marine Corps Security Watch is located in room 1010, ext. 41235. The tour of duty will be from 1545 to 0800 on workdays and 0800 to 0800 weekends and holidays. Detailed instructions concerning the watch are contained in MCO 1601.1 which, along with supplemental watch information, is contained in a briefing binder kept by the DirAR (ARAC), room 1010.

2. The DirAR or designated representative is responsible for posting and relieving the watch Monday through Friday excluding holidays. On Saturday, Sunday, and holidays, relief will be effected by the Headquarters SDO.

3. Enlisted, gunnery sergeants and below, assigned duty at HQMC are available for watch duty. No exceptions will be made unless authorized by the DirAR. Leave papers received after publication of the watch list is not a reason for changes in duty assignments except in cases of emergency. It is the responsibility of the individual concerned to ensure that a copy of the leave papers is sent to the DirAR (ARAC).

3001. DEPARTMENT OF DEFENSE BUILDING PASSES

. DoD Building Passes are required for all personnel to gain access to the Federal Building #2 (ARLEX) compound. These passes are administratively controlled by the DirAR (ARAB).

. Information

a. The DirAR (ARAB) is the single administrative control point for the issuance of DOD Building Passes (DD Form 1466) to HQMC staff agencies.

b. To obtain DOD Building Passes for their staff personnel, staff agencies will:

(1) Requisition DD Form 2249, DoD Building Pass Request, via normal supply channels.

(2) Complete DD Form 2249 as shown in Figure 3-1 and submit to the DirAR (ARAB) for processing.

c. processed DD Forms 2249 will be returned to staff agencies for issuance of a "permanent" building pass by the DOD Building Administrator on Mondays and Wednesdays from 0900 to 1200 in room G501A. The DirAR (ARAB) will issue temporary passes to eligible personnel during normal working hours in room 1006.

d. To obtain admittance authorization for contractor personnel or others requiring official access to FB#2, staff agencies will submit a memorandum request to the DirAR (ARAB) detailing visitor(s) name, social security number, employer/contractor, purpose of visit, and sponsoring staff agency's point of contact and phone number. Some DOD contractor personnel may be eligible for a DoD Building Pass. Staff agencies desiring to sponsor contractor building passes should follow the instructions in paragraph 2c.

3. Headquarters staff agencies will collect building passes upon termination of employment or reassignment, unless persons concerned are being reassigned within the National Capital Region. Return collected or expired passes to the DoD Building Administrator for disposition.

3002. THEFTS OF PERSONAL ITEMS

1. Report thefts occurring in ARLEX to the FPS, room 1036, extension 42121.

2. Report thefts occurring in the Clarendon Square Building to the FPS Emergency Center, telephone number (202) 472-1111.

3. Report thefts occurring aboard Henderson Hall to the Military Police, extension 42200.

. Report thefts occurring in other HQMC areas to the National Capital Region Communications Center, telephone number (202) 472-1111.

3003. VISITORS, SOLICITORS, AND PEDDLERS

1. It is contrary to the policy of the Marine Corps to receive visitors on personal business in this Headquarters. Access to buildings occupied by DON activities are restricted to personnel on duty therein and to persons on official business. Solicitors and peddlers are not allowed to operate in any building occupied by DON activities.

2. Should personnel of this Headquarters be visited by sales representatives, they will advise them of the regulations and arrange to conduct their business at another place.

3004. SECURITY OF CLASSIFIED MATTER AND OFFICIAL INFORMATION. Headquarters Marine Corps security regulations are contained in MCO P5510.18, HQMC Information Security Manual. That manual, in conjunction with OPNAVINST 5510.1, Department of the Navy Information Security Program Regulation, sets up procedures for the safeguarding of classified matter at HQMC.

3005. PROPERTY PASSES. A property pass (GSA optional form 7) is needed to remove Government/personal property from ARLEX or the CSB. The DirAR (ARD) controls property passes for ARLEX and the DC/S I&L (L-1) for the CSB. Individuals needing property passes are required to obtain a memorandum from the responsible officer (RO) of the item(s) being removed and submit it to the DirAR (ARD), room 1203, ARLEX, or the DC/S I&L (L-1), room 735, CSB, for issuance of the property pass. This memorandum should provide the following information:

- a. Responsible Officer and Account number;
- b. Item nomenclature;
- c. Item serial number;
- d. Purpose for removing the item(s);
- e. Destination;

f. Estimated date of return, and;

g. Name of individual authorized, by the RO, to remove the property.

3006. ACCESS TO THE MARINE CORPS COMMAND CENTER (MCCC)

1. The MCCC, Current Operations and Readiness Branch, is a limited access area. Access will only be granted to personnel as follows after proper identification is made:

a. Those assigned duty in the Command Center.

b. Those who are on an access list sent by the staff agency to the DC/S PP&O (POC).

c. Those not on an access list provided they have good reason. These individuals will be escorted by MCCC personnel while conducting business.

2. Heads of staff agencies will send an alphabetical listing, by memorandum, to the DC/S PP&O (POC) via the DirAR (ARA) listing individuals who must have access to the Command Center. The listing will include name, rank, grade, social security number, and clearance.

a. Staff agencies will inform the DC/S PP&O (POC) and the DirAR (ARA) of changes to their access requirements as they occur.

b. A listing of personnel requiring access to the World-wide Military Command and Control System (WWMCCS) is submitted by separate memorandum to the DC/S PP&O (POC).

3007. DESTRUCTION OF CLASSIFIED MATERIAL. Refer to MCO P5510.18, Headquarters Information Security Manual, for regulations on the destruction of classified material within HQMC.

3008. SPECIAL INTELLIGENCE (SI)/SPECIAL ACTIVITIES OFFICE (SAO) ACCESSES. The DirIntel is responsible for the administration of SI and SAO programs. Address any questions on SI programs, material, or accesses to the Special Security Officer (SSO), Intelligence Division (INTS). Address any questions on SAO programs, material, or accesses to the SAO, INTP.

DOD BUILDING PASS REQUEST

Building Pass Branch Physical Security Division WHS/OSD	2. FROM: (Originating Office) COMMANDANT OF THE MARINE CORPS (ARAB) HEADQUARTERS MARINE CORPS WASHINGTON, DC 20380-0001	3. TELEPHONE NUMBER (Work Section Phone Number) 4. DATE (YYMMDD) (Date of Request)
5. NAME (Last, First, MI) SMITH, James J., Maj, USMC		6. EMPLOYEES AGENCY ADDRESS COMMANDANT OF THE MARINE CORPS (STAFF AGENCY CODE) HEADQUARTERS, U.S. MARINE CORPS, 2 NAVY ANNEX WASHINGTON, DC 20380-1775
7. TYPE OF PASS <input type="checkbox"/> PENTAGON <input type="checkbox"/> ALL DOD <input type="checkbox"/> OTHER _____ <div style="text-align: right;">(Specify)</div> <div style="margin-left: 100px;"> <input type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY </div>		
(Passes to be annotated "ALL DOD" require justification which shall be typed on the reverse side of this form) 1/ Permanent passes issued for 4 years or EAS/ Termination of Employment 2/ Temporary passes issued for period not to exceed 120 days (whichever is earlier)		
8. EXPIRATION DATE (YYMMDD): (To be completed by ARAD)		
9. ELIGIBILITY DATA (Check Appropriate Block) CATEGORY OF PERSONNEL <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> FEDERAL <input checked="" type="checkbox"/> CONTRACTOR <input type="checkbox"/> CONCESSION </div> <div> <input type="checkbox"/> UNIVERSITY INSTRUCTOR <input type="checkbox"/> OTHER (Specify) </div> </div>		
10. INVESTIGATIVE DATA (Check Appropriate Block, enter date (YYMMDD), and security clearance, if applicable.)		
1. SECURITY CLEARANCE STATUS <input type="checkbox"/> CLEARANCE GRANTED <input type="checkbox"/> NAC INITIATED <input type="checkbox"/> NAC COMPLETED <input type="checkbox"/> BI INITIATED <input type="checkbox"/> BI COMPLETED	b. DATE (YYMMDD) (leave blank) (To be completed by ARAB/ARAD)	c. SECURITY CLEARANCE (leave blank)
11. REASON FOR ISSUANCE (Check appropriate block) <input type="checkbox"/> INITIAL ISSUE <input type="checkbox"/> RENEWAL (Expired pass must be turned in) <input type="checkbox"/> PREVIOUS PASS LOST, STOLEN, OR DESTROYED (Circle one) (Provide statement on reverse.) <input type="checkbox"/> NAME CHANGE (Old pass must be turned in)		
12. AUTHENTICATION		
a. NAME OF AUTHORIZED REQUESTING OFFICIAL (Last, First, MI) (leave blank)	b. SIGNATURE (leave blank)	

 ID FORM 2242
 MAR 81

REPLACES SD FORM 494 WHICH IS OBSOLETE

Figure 3-1.--Sample of DoD Building Pass Request Form.

- 3-7

CHAPTER 4

HEADQUARTERS STAFFING AND ADMINISTRATION OF
HEADQUARTERS PERSONNEL

	<u>PARAGRAPH</u>	<u>PAGE</u>
SECTION 1: GENERAL		
HEADQUARTERS MARINE CORPS T/O COORDINATOR.....	4100	4-5
REQUEST FOR ADDITIONAL BILLET(S).....	4101	4-5
MILITARY/CIVILIAN STAFFING.....	4102	4-6
MILITARY AND CIVILIAN CHECK-IN/CHECK-OUT PROCEDURES.....	4103	4-6
DOD TELEPHONE DIRECTORY.....	4104	4-6
HEADQUARTERS, U.S. MARINE CORPS PERSONNEL LOCATOR.....	4105	4-7
HEADQUARTERS MARINE CORPS EMERGENCY RECALL LISTING.....	4106	4-7
SECTION 2: MILITARY PERSONNEL		
DEFINITIONS.....	4200	4-11
PERSONNEL ACTION REQUESTS.....	4201	4-11
CONTACT RELIEF.....	4202	4-11
REASSIGNMENTS AND SPLIT TOURS.....	4203	4-12
OFFICER ASSIGNMENTS.....	4204	4-12
OFFICERS REPORTING FOR PERMANENT DUTY, TEMPORARY DUTY (TDY), TEMPORARY ADDITIONAL DUTY (TAD), OR TEMPORARY ACTIVE DUTY.....	4205	4-13
FFICERS BEING DETACHED FROM THE ROLLS OF HQMC.....	4206	4-13
ENLISTED ASSIGNMENTS -- GENERAL.....	4207	4-14
ENLISTED ASSIGNMENT POLICIES AND PROCEDURES.....	4208	4-15
TOUR EXTENSIONS.....	4209	4-15
ADMINISTRATION OF ENLISTED PERSONNEL.....	4210	4-16
ANNUAL LEAVE FOR MILITARY PERSONNEL.....	4211	4-16
PHYSICAL FITNESS.....	4212	4-17
TRANSPORTATION TO NATIONAL NAVAL MEDICAL CENTER (NNMC), BETHESDA, MARYLAND.....	4213	4-17
		4-1

	<u>PARAGRAPH</u>	<u>PAGE</u>
DISSEMINATION OF INFORMATION TO GENERAL OFFICERS ASSIGNED TO EXTERNAL BILLETS IN THE WASHINGTON, DC, AREA.....	4214	4-17
ARINE CORPS GENERAL OFFICERS ARRIVING/DEPARTING WASHINGTON, DC.....	4215	4-17
ENERAL OFFICERS AND SENIOR EXECUTIVE SERVICE MEMBERS IN RECEIPT OF OFFICIAL INVITATIONS.....	4216	4-17
RETIREMENT CEREMONIES.....	4217	4-18
HQMC REPRESENTATION AT ARRIVAL CEREMONIES HELD AT THE WHITE HOUSE FOR VISITING DIGNITARIES.....	4218	4-18
SECURITY INDOCTRINATION PROGRAM.....	4219	4-18
HQMC PARTICIPATION AT MILITARY FUNERALS CONDUCTED AT THE ARLINGTON NATIONAL CEMETERY.....	4220	4-18
ILITARY AND CIVILIAN PERSONNEL PERFORMING TEMPORARY DUTY OR TEMPORARY ADDITIONAL DUTY (TDY/TAD) IN THE WASHINGTON, DC, AREA.....	4221	4-19
CHAPLAINS/RELIGIOUS AFFAIRS.....	4222	4-19
SECTION 3: TRAINING FOR HEADQUARTERS MILITARY AND CIVILIAN PERSONNEL		
GENERAL.....	4300	4-25
DETERMINATION OF TRAINING REQUIREMENTS.....	4301	4-26
TRAINING REQUESTS.....	4302	4-26
TRAINING COURSE QUOTA CANCELLATIONS.....	4303	4-27
SECTION 4: TEMPORARY ADDITIONAL DUTY (TAD/TDY) AND PASSENGER TRANSPORTATION SERVICES		
RESERVED FOR FUTURE USE.....	4400	4-29
DOD TRAVEL ADVANCE POLICY.....	4401	4-29
PASSENGER TRANSPORTATION SERVICES.....	4402	4-30
SECTION 5: FITNESS REPORTS		
GENERAL.....	4500	4-33
REPORTING SENIOR/REVIEWING OFFICER.....	4501	4-33

SECTION 6: CIVILIAN PERSONNEL

CIVILIAN EMPLOYEE ADMINISTRATION.....	4600	4-39
CIVILIAN EMPLOYEE PUBLICATIONS.....	4601	4-39
DRESS CODE.....	4602	4-39
EMERGENCY DISMISSAL AND ESSENTIAL PERSONNEL DESIGNATION POLICY.....	4603	4-40
OVERTIME/COMPENSATORY TIME.....	4604	4-42

FIGURE

4-1	REQUEST FOR ADDITIONAL BILLET(S).....	4-9
4-2	INTRADEPARTMENTAL REASSIGNMENT REPORT.....	4-21
4-3	REQUEST FOR SPLIT TOUR.....	4-22
4-4	OVERSTAFF REQUEST.....	4-23
4-5	STAFFING REQUEST.....	4-24
4-6	OVERTIME/COMPENSATORY TIME REPORT (12600) NAVMC HQ 812 (7-90).....	4-47

TABLE

4-1	REPORTING RESPONSIBILITIES (FITNESS REPORTS).....	4-35
4-2	REVIEWING RESPONSIBILITIES (FITNESS REPORTS).....	4-37

CHAPTER 4

HEADQUARTERS STAFFING AND ADMINISTRATION OF
HEADQUARTERS PERSONNEL

SECTION 1: GENERAL

4100. HEADQUARTERS MARINE CORPS T/O COORDINATOR. The DirAR (AR-2) is the HQMC T/O coordinator. As such, the DirAR (AR-2) reviews the missions, functions, organization of, and recommendations concerning HQMC activities. The DirAR (AR-2) also reviews required personnel strengths by grade, skill, billet title, and number. Further, the DirAR (AR-2) is responsible for developing, maintaining, and recommending modifications to HQMC T/O's, manning levels, and other manning documents for HQMC as the Commandant may direct. As T/O coordinator, the DirAR (AR-2) sends recommendations to DC/S M&RA (MPC) for final review and publication in the Table of Manpower Requirements system (T/MR).

4101. REQUEST FOR ADDITIONAL BILLET(S)

1. Manpower resources for HQMC are allocated within the approved manpower ceilings contained in the Future-Year Defense Program (FYDP). Requests for manpower increases can be supported only at the expense of another activity or by lowering FMF manning levels. The DirAR (AR-2) normally holds no unallocated reserve.

2. Marine Corps manpower resources are rigidly controlled by personnel ceilings, grade ratios, and budget limitations. Military and civilian manpower is consistently lower than total valid requirements, and this gap widens with each introduction of new, more sophisticated equipment and systems.

3. Manpower requirements must be balanced against available manpower resources and funding limitations⁴. The balancing procedure must take place at all echelons within staff agencies and must be an all-out effort to absorb new requirements within assigned manpower allowances. Even though manage-to-payroll guidelines have been established for Marine Corps civilian positions, HQMC is controlled by ceilings mandated by congressional limitations. New positions, therefore, can only be established by compensation from already established positions. Each staff agency should review new requirements to see if there are areas within its staff agency that could take compensatory reductions to generate sufficient manpower to meet the new requirements.

4. Staff agencies may trade billets in some cases; e.g., if a staff agency has an unmanned military billet but needs a civilian billet, they may trade its unmanned military billet to another staff agency that needs a military billet in exchange for an unmanned civilian billet. The DirAR (AR-2) will provide assistance in this area upon request.

. Requests for additional billets will be submitted to the DirAR (AR-2) in the format contained in figure 4-1. Upon receipt, the DirAR (AR-2) will:

a. Review the request for validity, and identify any possible compensatory reduction from within the requesting staff agency or from the overall personnel assets of HQMC.

b. Forward the request to the DC/S M&RA (MPC) for review and validation.

6. If manpower spaces are available, the DirAR (AR-2) will be notified by the DC/S M&RA (MPC) and the billet written. If no spaces are available, the requesting staff agency will be advised to submit their request during the next Programmed Objective Memorandum (POM) cycle. A copy of the reply will be sent to the DirAR (AR-2) to make sure the requirement is addressed in the POM.

4102. MILITARY/CIVILIAN STAFFING

1. It is the policy of the CMC to keep the number of military billets in this Headquarters to a minimum, consistent with operational demands and training needs. Qualified civilian personnel shall, therefore, be employed for staffing as many Headquarters billets as possible within available funds and authorized manpower allowances.

2. The use of civilian personnel stabilizes the Headquarters work force. Key civilian personnel should be assigned in offices where continuity in operations is important.

3. To effectively implement this policy, officials responsible for planning staffing requirements must anticipate personnel shortages sufficiently in advance to recruit, indoctrinate, and train qualified applicants. Staffing planners should also make use of the management training programs at HQMC.

4103. MILITARY AND CIVILIAN CHECK-IN/CHECK-OUT PROCEDURES. All military and civilian personnel assigned to HQMC will check in and out as follows:

. Check-In

a. Officers will begin their check-in process in room 1006, Military personnel Section.

b. Enlisted personnel will check in as directed by the Commanding Officer, Headquarters Battalion.

c. Civilian employees will start their check-in process in room 1215, Classification and Employment Section.

. Check-Out. Upon transfer, discharge, retirement, or termination of employment, all personnel will check out in the following manner:

a. Officers will obtain a check-out sheet from the DirAR (ARAC), room 1006.

b. Enlisted personnel will check out as directed by the Commanding Officer, Headquarters Battalion.

c. Civilian employees will obtain a check-out sheet from the Classification and Employment Section, room 1215.

4104. DOD TELEPHONE DIRECTORY. Changes to the DoD Telephone Directory are the responsibility of the staff agency. As changes occur, the appropriate form, DD Form 218 or DD Form 218-1, will be submitted to the DirAR (ARAC) following the instructions contained on the form(s). The DD Form 218 is prepared for changes in the alphabetical section (white pages) of the DoD Telephone Directory. Changes to the classified section (yellow pages) are submitted on the DD Form 218-1. Forms may be obtained from the DirAR (ARD).

4105. HEADQUARTERS, U.S. MARINE CORPS PERSONNEL LOCATOR. The HQMC Personnel Locator is updated every other month to enhance internal communications. The HQMC Personnel Locator is for in-house use only and is transmitted electronically on the local area network (LAN) to staff agencies.

4106. HEADQUARTERS MARINE CORPS EMERGENCY RECALL LISTING. The HQMC Emergency Recall Listing is updated every other month as a working document for use only within HQMC working spaces. It serves as a recall listing of key personnel to be contacted in the event of an emergency. It is transmitted electronically on the LAN to staff agencies. Release of the information contained therein to non-DOD employees is prohibited.

SSIC
Code
(Date)

MEMORANDUM

From: Appropriate Headquarters Staff Agency (____)
To: Deputy Chief of Staff for Manpower and Reserve Affairs
Via: Director of Administration and Resource Management (AR-2)

Subj: REQUEST FOR ADDITIONAL BILLET(S)

1. We request the addition of a ____ (title) ____, ____ (grade/rank) ____, ____ (MOS/series) ____ who will ____ (identify duties) ____.
2. A compensatory reduction is ____ (shown on T/O/Line Number) / ____ (cannot be identified) ____.
3. The incumbent will require ____ (list furniture/equipment / ____ space, if appropriate) ____.

Figure 4-1.--Request for Additional Billet(s).

CHAPTER 4

HEADQUARTERS STAFFING AND ADMINISTRATION OF
HEADQUARTERS PERSONNEL

SECTION 2: MILITARY PERSONNEL

4200. DEFINITIONS

1. Headquarters Staff Agency. Refers to the departments, separate divisions, and separate offices of HQMC.
2. Activity. Refers to offices, activities, or agencies outside of HQMC (i.e., DOD, DON, DIA, JCS, etc.).
3. Special Assignments. Assignment of Marines to duty with DoD, the Navy Department, or other agencies in the Washington area.
4. Military Personnel Assignment Report. A memorandum report from the DC/S M&RA (MMEA) to a staff agency effecting the assignment of an enlisted Marine, usually in response to a staffing request or as directed by the DC/S M&RA (MMOA) for an officer.
5. Reassignment Report. A memorandum report by a staff agency to the DC/S M&RA (MMEA) showing the reassignment of a Marine within the staff agency.
6. Staffing Request. A memorandum to the DC/S M&RA (MMEA) by a staff agency asking for military personnel staffing action.
7. Overstaff Request. A memorandum to the DC/S M&RA (MPC) via the DC/S M&RA (MMEA) asking for temporary personnel staffing (not longer than 6 months) in excess of authorized T/O. See paragraph 4204.3 for additional guidelines.

4201. PERSONNEL ACTION REQUESTS. Military personnel should submit personnel action correspondence (transfer, discharge, duty preferences, etc.) on a NAVMC 10274, AA Form, to the CMC (MM) via the following chain of command:

1. Head of branch or separate office.
2. Head of department or division.
3. Commanding Officer, Company A or B, Headquarters Battalion.
4. Commanding Officer, Headquarters Battalion.

4202. CONTACT RELIEF. The normal period of contact relief is 10 days. Staff agencies needing a longer turnover period must send justification to the DC/S M&RA (MMOA). Officers directed into HQMC are ordered to report to a staff agency and are not assigned to specific line numbers. The exception to this policy is the assignment of officers to HQMC for the Special Education Program (SEP)/Advance Degree Program payback tours and FTS officers. These officers will be assigned to specific SEP billets following the instructions of the DC/S M&RA (MMOA). The names and estimated dates of arrival for incoming officers are given to HQMC staff agencies by the DC/S M&RA (MMOA). In the assignment process, the DC/S M&RA (MMOA) tries to coordinate the reporting and detachment dates in order to allow contact reliefs when

possible. Continuous and close liaison between the administrative officers of HQMC staff agencies and the DC/S M&RA (MMOA) is encouraged in coordinating these reliefs.

4203. REASSIGNMENTS AND SPLIT TOURS

1. Intradepartmental Reassignment. Heads of staff agencies may effect intradepartmental reassignments of military personnel based on departmental requirements. Report all reassignments to the DC/S M&RA (MMOA) immediately using the format in figure 4-2.

2. Interdepartmental Reassignment. Heads of the staff agencies must send interdepartmental reassignments of officers (lieutenant colonels and below) to DC/S M&RA (MMOA/MRRA) for approval. The DC/S M&RA must send interdepartmental reassignments of colonels to the CMC for approval. Send requests for interdepartmental reassignments of enlisted personnel to the DC/S M&RA (MMEA) for approval.

3. Split Tours

a. CMC desires that split tours of duty be made available to Marines so they can take full advantage of training opportunities at this Headquarters. As such, each staff agency will continually review personnel assignments to ensure that, when feasible, all military personnel are allowed either an inter or intradepartmental split tour.

b. Military personnel serving in billets requiring highly specialized skills or a maximum degree of continuity will not normally be considered for a split tour.

c. Submit requests for interdepartmental split tours no later than 16 months after the current tour has begun.

d. Requests for split tours will be submitted on an AA Form using the sample format shown in figure 4-3.

4204. OFFICER ASSIGNMENTS

1. The DC/S M&RA (MMOA) is responsible for staffing officer billets based on allowances and tour criteria.

2. The DirAR (ARAC) will carry out the assignment of officer personnel as directed by the DC/S M&RA (MMOA).

3. Send requests for temporary assignment of officers in excess of authorized T/O, except for contact reliefs, to the ACMC for approval via the DC/S M&RA (MPC). The ACMC must approve these requests before additional officers will be ordered in.

4. The normal tour of duty at this Headquarters is 3 years. Officers will not be kept beyond a normal tour of duty without prior approval of the DC/S M&RA (MM) in the case of lieutenant colonels and below, and by the CMC in the case of colonels.

a. An extension request for humanitarian reasons will be originated by the officer and be properly supported per the provisions of MCO P1000.6, Assignment, Classification and Travel Systems (ACTS) Manual.

b. Extension requests for personal reasons will be adequately supported with substantiating information or documents.

c. Requests for extension are submitted by AA Form to the CMC (MMOA/MMRA) via the chain of command. DC/S M&RA (MMOA/MMRA) will consider requests on a case-by-case basis.

d. A request not originated by the individual must contain reasons the extension is desirable, in the best interest of the Marine Corps, and should indicate the officer's desires.

5. Normally, an officer being transferred will not be detached until a relief reports for duty. If this is not feasible however, a billet may be left vacant for up to 30 days. Heads of staff agencies will advise the DC/S M&RA (MM) of their billets requiring contact relief. When it is absolutely necessary to effect a contact relief, a transfer may be delayed for a maximum of 10 days after a replacement has arrived.

4205. OFFICERS REPORTING FOR PERMANENT DUTY, TEMPORARY DUTY (TDY), TEMPORARY ADDITIONAL DUTY (TAD), OR TEMPORARY ACTIVE DUTY

. All officers will be directed to report to the DirAR (ARAC), room 1006. Those scheduled for permanent duty in the Washington, DC, area will be assigned according to instructions received from the DC/S M&RA (MMOA).

2. The DC/S M&RA (MM) will send the DirAR (ARAC) one copy of all orders transferring officers into the Washington, DC, area.

3. The DirAR (ARAC) will provide the Commanding Officer, Headquarters Battalion with enough personnel accounting information on officers joined or temporarily attached to this Headquarters to accomplish their check-in procedures at HQMC.

. All colonels and below ordered to duty in the Washington, DC, area will be asked to visit the appropriate company office as part of the check-in procedure.

5. Route all correspondence affecting officer assignments at HQMC, except FTS or SWAG contracts and retirement papers, via the DirAR (ARAC). Send FTS or SWAG contracts and retirement papers directly to the Commanding Officer, Headquarters Battalion with a copy to the DirAR (ARAC).

4206. OFFICERS BEING DETACHED FROM THE ROLLS OF HQMC

1. Detachment orders on officers assigned to the following T/O's will be prepared by the DC/S M&RA (MMOA/MMRA) and addressed via the DirAR (ARAC):

- 5100 Separate Offices, HQMC
- 5101 Manpower and Reserve Affairs Department
- 5160 personnel Management Division
- 5162 Morale, Welfare and Recreation Support Activity
- 5165 Human Resources Division
- 5167 personnel procurement Division
- 5102 Command, Control, Communications and Computer Intelligence (C4I) Department
- 5103 Installations and Logistics Department
- 5104 Requirements and Programs Division
- 5105 Plans, Policies and Operations Department

- 5106 Judge Advocate Division
- 5107 Aviation Department
- 5110 Office of the Legislative Assistant to the Commandant
- 5111 Fiscal Division
- 5114 Administration and Resource Management Division
- 5163 Marine Corps Central Design and Programming Activity (MCCDPA), Quantico, HQMC Detachment
- 5164 History and Museums Division
- *5050 Miscellaneous Assignments, Marine Corps
- *Route via the DirAR (ARAC) only those orders on officers in this T/O assigned duty in the Washington, DC, area.

If detachment date is not specified, the staff agency to which the officer is assigned will give the DirAR (ARAC) a detachment date. DirAR (ARAC) will include this date in the detaching endorsement.

2. Detachment orders on officers assigned to the following T/O's will be prepared by DC/S M&RA (MMOA) and addressed via the DirAR (ARAC) and the staff agency to which the officer is assigned:

- 5001 MC Assignments, Department of Defense
- 5002 MC Assignments, Joint Chiefs of Staff
- 5003 Special Assignments, Navy Department, Departmental
- 5004 MC Personnel with Defense Communications Agency
- 5005 MC Personnel with Defense Logistics Agency
- 5007 MC Personnel with Non-DoD Agencies
- 5010 MC Personnel with Allied and UN Commands
- 5011 MC Personnel with Joint, Unified, Specified Command
- 5012 MC Personnel with Rapid Deployment, Joint Task Force
- 5051 MC Personnel with Department of the Navy, Nondepartmental
- 5052 MC Personnel with USA and USAF, Nondepartmental
- 5060 MC Personnel with Joint Schools

NOTE: Route via the DirAR (ARAC) only those orders on officers in the above T/O's assigned duty in the Washington, DC, area. If detachment date is not specified, orders will be written "when directed" by the agency to which the officer is assigned.

3. The DC/S M&RA (MMOA) will address detachment orders on all other officers assigned to duty or duty under instruction in the Washington area, with the exception of those officers assigned to Headquarters Battalion (T/O 5150), Marine Support Battalion (T/O 5200), and Marine Barracks, Washington, DC (5140 series T/O's) via the DirAR (ARAC). If a detachment date is not specified, orders will be written "when directed by the DirAR."

4. In those cases where orders are not addressed via the Commanding Officer, Headquarters Battalion, the DirAR (ARAC) will give the proper personnel accounting information to the Battalion.

4207. ENLISTED ASSIGNMENTS -- GENERAL

1. It is the policy of the CMC that enlisted personnel at HQMC be restricted to the following type billets:

- a. Billets assigned to undergo training at this Headquarters.

b. Billets requiring military skill or knowledge not easily acquired by civilian employees.

c. Billets requiring the assignment of personnel subject to the Uniform Code of Military Justice.

d. Billets required for rotation of military personnel from overseas.

2. The normal tour of duty for enlisted personnel is prescribed in MCO 1300.8, Marine Corps personnel Assignment Policy. Personnel will not be retained beyond a normal tour of duty without prior approval of the DC/S M&RA (MMEA/MMRA). Requests for extension of tour of duty will be submitted per paragraph 4209 of this Manual.

3. Requests for temporary assignment of personnel in excess of authorized T/O allowances will be submitted to the DC/S M&RA (MPC) via DC/S M&RA (MMEA/MMRA) in the format shown in figure 4-4.

4208. ENLISTED ASSIGNMENT POLICIES AND PROCEDURES

1. Staffing Requests

a. Staffing requests will be submitted to the DC/S M&RA (MMEA), using the format shown in figure 4-5, 6 months prior to the billet becoming vacant.

b. Only the offices of the CMC, ACMC, DMCS, and external agencies with specified "high visibility" billets may interview personnel prior to assignment.

2. Staffing Precedence. This Headquarters is designated a "priority command" for staffing precedence per MCO 5320.12, Staffing precedences for Officer and Enlisted Billets. Headquarters Marine Corps is staffed at 100 percent of authorized strength in gross numbers and receives a fair share of the inventory of short MOS's. Because Headquarters Marine Corps is staffed in gross numbers, enlisted billets may be staffed with a grade equal to, one above, or one below the authorized T/O grade.

4209. TOUR EXTENSIONS

1. All requests for an extension of tour of duty are submitted on an AA Form to the DC/S M&RA (MMEA) via the chain of command listed below:

a. Branch/section head.

b. Department/division head.

c. CO (appropriate company), HqBn, HQMC, HH, Arlington, VA.

d. CO, HqBn, HQMC, HH, Arlington, VA.

. Requests must be received prior to the individual receiving PCS orders and must include the following information:

a. Expiration of active service (EAS).

b. Date current tour began (DCTB).

c. Overseas control date (DAUS).

d. Justification.

3. An extension request for humanitarian reasons will be originated by the Marine per the instructions contained in MCO P1000.6, ACTS Manual.

4. Extension requests for personal reasons will be adequately supported by substantiating information or documents.

5. A request originated by other than the individual will contain reasons an extension of duty is desirable, is in the best interest of the Marine Corps, and the Marine's desires.

4210. ADMINISTRATION OF ENLISTED PERSONNEL

1. General. The Commanding Officer, Headquarters Battalion is responsible for the overall administration of enlisted Marines assigned to Company A, HQMC. Headquarters Battalion is responsible for the maintenance of personnel records. Direct liaison between HQMC staff agencies and the Commanding Officer, Company A, HqBn is encouraged.

2. Military Jurisdiction. The Commanding Officer, Headquarters Battalion, and the Commanding Officer, Company A, Headquarters Battalion exercise military jurisdiction over enlisted personnel assigned duty at HQMC. They are guided in these duties by the provisions of the Uniform Code of Military Justice. Complaints against enlisted personnel will be reported to the Commanding Officer, Company A only if the complaint cannot be resolved within the staff agency. Civilian personnel of HQMC do not have military jurisdiction over any member of the Armed Forces. Civilian personnel desiring to make an official complaint may do so, orally or in writing, to their military supervisor.

4211. ANNUAL LEAVE FOR MILITARY PERSONNEL. Heads of staff agencies should encourage the personnel of their activities to take maximum annual leave throughout the year. Leave for enlisted personnel is governed by the regulations published by the Commanding Officer, Company A, Headquarters Battalion, also the approving authority. The following information is provided for granting leave to officers:

1. The CMC, ACMC, DMCS, heads of staff agencies, Commanding Officer, Headquarters Battalion, and subordinates to whom authority is delegated, are authorized to grant leave, per the instructions contained in MCO P1050.3, Leave and Liberty Regulations.

2. Officers assigned duty with staff agencies will be granted leave by the heads of staff agencies or a representative having authority to grant leave.

3. All officers authorized terminal leave must check out with the DirAR (ARAC) prior to departing on leave.

4. Leave for officers not otherwise covered herein will be granted by the CMC, ACMC as appropriate.

5. Leave granting authorities will establish a single control point for the management of officers' leave. The control point will be responsible for preparing leave papers (NAVMC 3). At a minimum, the NAVMC 3 will be prepared in triplicate.

4216

a. The original will be given to the officer on the day of departure on leave.

b. The duplicate copy will be forwarded to Co B, HqBn immediately after the officer's leave is approved.

c. The triplicate copy will be used as a "tickler" by the staff agency, and filed with the staff agency's copy of the letter reporting the officer's return from leave.

4212. PHYSICAL FITNESS

1. Heads of staff agencies should, workload permitting, allow military personnel time to take part in individual or group physical conditioning programs.

2. Heads of staff agencies are encouraged to set up a schedule to ensure that personnel required to take the physical fitness test are available during prescribed testing or retesting periods.

4213. TRANSPORTATION TO NATIONAL NAVAL MEDICAL CENTER (NNMC) BETHESDA, MARYLAND. There is a daily shuttle service from the ARLEX to NNMC Monday through Friday, except holidays. Personnel needing transportation should report to the Medical Dispensary Admissions Office, room 1319, prior to 0745 or 1200.

4214. DISSEMINATION OF INFORMATION TO GENERAL OFFICERS ASSIGNED TO EXTERNAL BILLETS IN THE WASHINGTON DC. AREA. The Commandant wishes to keep the general officers assigned to external billets in the Washington, DC, area informed of all Marine Corps matters. The following methods will be used for that purpose:

1. The DirSplProj will include the general officers assigned to external billets in the Washington, DC, area on the distribution list of the Green and White Letters.

2. The DC/S PP&O will provide JCS updating briefings for general officers assigned to the JCS and DLA billets.

4215. MARINE CORPS GENERAL OFFICERS ARRIVING/DEPARTING WASHINGTON, DC. All Marine general officers from organizations outside of the Washington, DC, area, arriving and departing Washington, DC, normally contact the DirSplProj who arranges accommodations, transportation, and scheduling. The DirSplProj will arrange for these general officers to be met or seen off as the situation requires. In the event of an unscheduled arrival or departure of a general officer who requires assistance, the DirSplProj will be notified.

4216. GENERAL OFFICERS AND SENIOR EXECUTIVE SERVICE MEMBERS IN RECEIPT OF OFFICIAL INVITATIONS. General officers and Senior Executive Service members in the Washington, DC, area are requested to notify the Special Projects Directorate (SPD), extension 41515, whenever they receive an invitation to an official function and indicate their intention to accept or regret the invitation. In cases of acceptance, a copy of the invitation should be

provided to SPD. Whenever three or more General Officers/SES members have indicated they will attend a specific function, SPD will publish a coordination memo identifying the details of the function and verifying the attire the senior General Officer attending the function intends to wear.

4217. RETIREMENT CEREMONIES

1. It is the policy of the CMC to give proper recognition to military personnel who are retiring or being transferred to the Fleet Marine Corps Reserve (FMCR) after honorable and faithful service to the Corps.

2. The Comanding Officer, Headquarters Battalion, HQMC is responsible for arranging proper ceremonies for Marine Corps personnel who are to retire or transfer to the FMCR from duty in the Washington, DC, area. Complete details for arranging ceremonies, to include required documentation, is contained in Battalion Order 5060.3.

4218. HQMC REPRESENTATION AT ARRIVAL CEREMONIES HELD AT THE WHITE HOUSE FOR VISITING DIGNITARIES

1. Frequently, and on short notice, the Office of the Secretary of the Navy assigns this Headquarters quotas for Marine Corps representation at arrival ceremonies held on the south lawn of the White House for visiting dignitaries. These quotas are distributed by the DirAR to Headquarters staff agencies who must submit names of volunteers to the DirAR, extension 41837, by the requested time and date.

. Military and civilian personnel of any grade may represent the Marine Corps. Spouses, children, and other guests may attend, however, each attendee must have a separate pass. Military uniform will be worn by Marines at the White House, and appropriate uniform will be announced by E-mail for each ceremony. Appropriate attire will be worn by civilian personnel.

. A pass is issued to each individual for admittance to the White House grounds via the Southeast Gate entrance on East Executive Drive. Government transportation is not provided for the ceremonies. As such, the Metro subway system is the recommended mode of transportation.

. The total time involved for these ceremonies is approximately 4 hours. The ceremony will be canceled in the event of inclement weather, and all tickets will be voided.

4219. SECURITY INDOCTRINATION PROGRAM. The DirAR (ARAB) coordinates security orientation training. All personnel are required to attend security orientation training. All personnel who possess a security clearance are required to attend security refresher training annually. All personnel who possess a security clearance are required to attend counterespionage training every 2 years. Heads of staff agencies are responsible for ensuring their personnel receive proper security orientation, training, and supervision in the handling and processing of classified material.

4220. HQMC PARTICIPATION AT MILITARY FUNERALS CONDUCTED AT THE ARLINGTON NATIONAL CEMETERY

. This Headquarters participates in military funerals of deceased active duty or retired Marine Corps officers held at the Arlington National Cemetery.

Details concerning funeral escorts and uniform requirements for participants are contained in MCO 5360. Details concerning burials are announced separately by E-Mail.

2. All officers are eligible for assignment as honorary pallbearers. It is recommended that Headquarters staff agencies institute a plan or prepare a predesignated list of eligible officers, both field and company grade, to participate in military funerals.

4221. MILITARY AND CIVILIAN PERSONNEL PERFORMING TEMPORARY DUTY OR TEMPORARY ADDITIONAL DUTY (TDY/TAD) IN THE WASHINGTON, DC, AREA

1. There is a continuing requirement for this Headquarters to be aware of the presence of all military and civilian personnel performing TDY or TAD in conjunction with Marine Corps matters in this area. In that regard, staff agencies will furnish the following information concerning each traveler (officer, enlisted, or civilian) who reports directly to the staff agency, and will provide a copy of the traveler's orders to the DirAR (ARAC) as expeditiously as possible (regardless of the traveler's reporting or nonreporting status):

- a. Name and grade.
- b. Parent command and billet assignment.
- c. Office code of staff agency sponsoring traveler.
- d. Phone nubber where traveler can be reached during working hours.
- e. Time/date of arrival.
- f. Time/date of departure.
- g. Location after working hours to include phone number.

2. The availability of quarters and messing facilities is determined by the CO, HqBn, or an authorized representative. Authority to verify quarters and messing availability has been granted to the DirAR (ARAC) and the DC/S I&L (LA).

4222. CHAPLAINS/RELIGIOUS AFFAIRS. Headquarters Battalion has two chaplains on its staff; one Protestant minister and one Catholic priest. The services that are held regularly are:

1. Fellowship Breakfast. Held quarterly in the Arlington Annex cafeteria at 0645-0745, date and time will be announced.
2. Mass. Chaplains attached to the Navy Chief of Chaplains office celebrate daily mass at 0730 in the Commandant's Theater, room 2201.
3. Bible Study. Is held every Monday at noon, room S101, Keith Hall, HqBn; Tuesday at noon, room 1814, Navy Annex; Wednesday at noon, room G042, Navy Annex; and Thursday at noon, room 1814, Navy Annex.
4. Holy Days of Obligation. Two masses are celebrated for each holy day in the Commandant's Theater, room 2201, at 0730 and 1200.

SSIC
Code
(Date)

MEMORANDUM

From: Appropriate Headquarters Staff Agency (_____)
To: Deputy Chief of Staff for Manpower and Reserve Affairs
(MMEA)

Subj: INTRADEPARTMENTAL REASSIGNMENT REPORT

1. (Name/grade/SSN/MOS) has been reassigned from (T/O, line number) to (line number/new code/billet title).

Copy to: (As appropriate)
CO Co A
CO Co B
DirAR (ARAC)

Figure 4-2.--Intradepartmental Reassignment Report.

HQADMINMAN

ADMINISTRATIVE ACTION (5216)

NAVMC 10274 (REV. 3-86)

Previous editions will be used

SN: 0000-00-003-0904 U/I: PADS OF 100

1. ACTION NO.		2. SSIC/FILE NO. 1300	
3. DATE 8 Jan 1993			
4. FROM (Grade, Name, SSN, MOS, or CO, Pers. O, etc.) Sergeant John J. Marine 234 56 7890/0151 USMC		5. ORGANIZATION AND STATION (Complete address) Co A, HqBn, HQMC Henderson Hall Arlington, VA 22214	
6. VIA (As required) (1) DirOpnsDiv (PO) (2) DC/S PP&O			
7. TO: [Deputy Chief of Staff for Manpower and Reserve Affairs (MMEA)]		8. NATURE OF ACTION/SUBJECT SPLIT TOUR	
		9. COPY TO (As required) DirAR (ARAC) Files, SNM	
10. REFERENCE OR AUTHORITY (If applicable)		11. ENCLOSURES (If any)	
12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording—type name of originator and sign 3 lines below text)			
<p>1. Per the reference, I request reassignment to Administration and Resource Management Division or Judge Advocate Division.</p> <p>2. My expiration of active service (EAS) is _____; date current tour began (DCTB) is _____; and my qualifications or skills are _____.</p> <p>3. Reassignment to any other staff agency will/will not be agreed to.</p>			
13. PROCESSING ACTION. (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)			

Figure 4-3.--Request for Split Tour

SSIC
Code
(Date)

MEMORANDUM

From: Appropriate Headquarters Staff Agency (_____)
To: Deputy Chief of Staff for Manpower and Reserve Affairs (MPC)
Subj: OVERSTAFF REQUEST

1. We request (number of personnel/grade/MOS, with special qualifications, if required) from (beginning date) through (ending date) (not to exceed 6 months).

2. (Provide justification.)

Copy to:
DirAR (ARAC)
DC/S M&RA (MMEA)

Figure 4-4.--Overstaff Request.

SSIC
Code
(Date)

MEMORANDUM

From: Appropriate Headquarters Staff Agency (_____)
To: Deputy Chief of Staff for Manpower and Reserve Affairs
(MMEA)

Subj: STAFFING REQUEST

1. We request a replacement for (grade/name) who will
(reason for request). A contact relief with (special
requirements or qualifications, if needed) (is/is not) needed for
(billet title/grade/BMOS) on (T/O/line number/MCC).

Copy to:
DirAR (ARAC)

Figure 4-5.--Staffing Request.

CHAPTER 4

HEADQUARTERS STAFFING AND ADMINISTRATION OF
HEADQUARTERS PERSONNEL

SECTION 3: TRAINING FOR HEADQUARTERS MILITARY
AND CIVILIAN PERSONNEL

4300. GENERAL

1. Training for Military Personnel

a. Physical Fitness and Weight Control

(1) Individual Physical Fitness. All Marines are individually responsible for achieving and maintaining a satisfactory level of physical fitness as prescribed by the CMC.

(2) Physical Fitness Test. The Commanding Officer, Headquarters Battalion will conduct a semiannual physical fitness test for all personnel. The dates, times, and places of testing will be announced by separate directive.

(3) Weight Control/Personal Appearance. Heads of staff agencies will provide the Commanding Officer, Headquarters Battalion (S-3), the name, grade, social security number, office code, and telephone number of any Marine who presents an unsuitable military appearance as the result of being overweight or poor weight distribution as defined in current directives issued by the Commander, Naval Medical Command and the CMC. Furthermore, heads of staff agencies will ensure that their Marines are available to participate in the weight control program as prescribed by the Commanding Officer, Headquarters Battalion.

b. Small Arms Training. Marines must requalify with a service rifle and/or pistol prior to detachment for an overseas assignment. Contact the Commanding Officer, Headquarters Battalion (S-3), to arrange for requalification.

c. Education. Heads of staff agencies should encourage their Marines to increase their level of education and must allow their Marines ample opportunity to participate in the educational programs sponsored by the Commanding Officer, Headquarters Battalion.

2. Training for Enlisted Marines

a. Professional Development Education/Essential Subjects Training/Related Training. Heads of staff agencies are responsible for ensuring that enlisted Marines are made available for, and participate in, military training as prescribed by the Commanding Officer, Headquarters Battalion.

b. Military Correspondence Courses. Heads of staff agencies will:

(1) Encourage their enlisted Marines to enroll in courses available through the MCI to improve their general military knowledge, technical qualifications, and to prepare them for promotion.

(2) Advise their enlisted Marines, in the grades of lance corporal through sergeant, of the requirement to enroll in the MCI Course 03.0, "The Marine NCO," and complete it within 6 months after reporting for duty, if they have not already done so.

3. Training for Marine Officers. Policies concerning officer training are contained in the Marine Corps Manual 1980, paragraph 2404.

4. Civilian Training Program. The DirAR (ARCB) coordinates training courses available to civilian personnel of HQMC; Marine Corps Systems Command (MARCORSYSCOM); Headquarters Battalion; and Marine Barracks, Washington, DC. The DirAR (ARCB) provides training information on a variety of training opportunities to increase employees' effectiveness on the job and improve their productivity. Training courses, seminars and programs are offered on-site and through approved external services. To determine training needs and budget accordingly, the DirAR (ARCB) conducts an annual personnel training requirements survey announced by a Marine Corps Bulletin in the 5300 series. The DirAR (ARCB) ensures that training is available for eligible employees. In this regard, the DirAR (ARCB) will:

a. Conduct necessary surveys to determine course and funding requirements for training.

b. Provide funding for per diem, travel, and tuition expenses for confirmed requests, excluding MARCORSYSCOM.

c. Review and recommend approval of travel orders issued for such training.

4301. DETERMINATION OF TRAINING REQUIREMENTS

1. The DirAR (ARCB) will conduct a survey during the fourth quarter of each fiscal year to determine training and funding requirements for the Headquarters personnel and serviced activities. Each staff agency appoints an employee to serve as training coordinator for the year. The training coordinator will assist with completion of the annual training requirements survey and coordinate training for the staff agency employees with the DirAR (ARCB). Training funds are allocated to each staff agency based on the needs identified in the survey.

2. The information required in the survey will be: Course title, estimated tuition cost, and source of the requested course.

4302. TRAINING REQUESTS. Forward requests for specific training to the DirAR (ARCB) via staff agency training coordinators for final approval and processing. Coordinators should submit nominations to the DirAR (ARCB) per the following schedule:

<u>Program</u>	<u>Submission Form Used</u>	<u>Deadline</u>
Defense Management Education and Training Courses (DNET)	DD Form 1556	8-12 weeks in advance of class
Interagency (Office of Personnel Management, General Services Administration)	DD Form 1556	4 weeks in advance of class
on-Government (Industrial/ Technical Schools, Colleges, Universities)	DD Form 1556	3 weeks in advance

Navy Sponsored (HRO-CC) Agency Form Biannually
ARCB announces deadline for
 submission

TAD orders (request for official travel) will also be submitted as appropriate, 2 weeks in advance of departure.

4303. TRAINING COURSE QUOTA CANCELLATIONS

1. Historically, a number of course quotas requested by staff agencies are canceled each year. Many cancellations are reported as late as the day before the class begins. Last minute cancellations can cause:

- a. Loss of training funds.
- b. Inconvenience to substitutes and staff agencies because of short notice.
- c. Vacant spaces for a course needed for personnel in other staff agencies.
- d. Reduced Marine Corps quotas for future classes.

2. Occasional cancellations are understandable but should be the exception rather than the rule. Heads of staff agencies will personally review and approve all requests for cancellation of confirmed training and make every effort to find a substitute. Requests for cancellation or substitutes will be forwarded to the DirAR (ARCB) at least 15 days prior to the scheduled training.

CHAPTER 4

HEADQUARTERS STAFFING AND ADMINISTRATION OF
HEADQUARTERS PERSONNELSECTION 4: TEMPORARY ADDITIONAL DUTY (TAD/TDY) AND PASSENGER
TRANSPORTATION SERVICES4400. RESERVED FOR FUTURE USE4401. DOD TRAVEL ADVANCE POLICY

1. Effective management requires that travel advances be held to a minimum; that travel vouchers be submitted within established deadlines; and that travel vouchers be processed in a timely manner in order to recover any excess amounts advanced. Funds advanced for TAD travel are limited to the minimum out-of-pocket expenses the traveler is expected to incur. Reasonable steps to minimize travel advances required include the use of contractor-issued charge cards. At no time, however, should a Federal employee have to use personal funds to pay official travel expenses, unless the employee has elected not to use alternative resources made available by the Government (i.e., contractor issued charge cards).

2. Definitions. The following terms are frequently encountered in the administration of the Government's travel advance policy:

a. Frequent Travelers. Personnel in military pay grades E-7 or above or civilian grades GS-9 or above who are expected to travel on official TAD/TDY at least twice a year. Personnel below the stated pay grades who are required to travel at least twice a year may also be designated "frequent travelers" if they accept a contractor charge card.

b. Non-frequent Travelers. Personnel below the grades stated in paragraph 2a and personnel who are not expected to travel on official business at least twice a year.

c. Out-of-pocket expenses. Travel expenses which are not usually charged and must be paid using cash, personal check, or travelers check. Since "frequent travelers" are expected to charge lodging, rental cars, gasoline, and other automobile expenses, out-of-pocket expenses for a frequent traveler include meals, incidental expenses, and miscellaneous expenses for taxis, tolls, and parking. Registration fees are considered out-of-pocket expenses for both frequent and non-frequent travelers unless paid by DD 1556.

3. Frequent travelers are expected to use contractor-issued charge cards. Personnel may decline to apply for the charge cards, however, they will receive the same advance as those who have accepted the charge card. Additionally, reduced advances will remain in effect for personnel whose cards have been suspended or revoked because of delinquency. Cards may be withheld from personnel known to have financial difficulties. Once a card has been issued, however, the card holder will be responsible for payment of all expenses charged.

4. Travel advances to frequent travelers will be limited to the estimated out-of-pocket expenses (e.g., meals and incidental expenses, and miscellaneous expenses for taxis, tolls, parking, etc.). Travelers issued the charge cards are expected to charge major travel expenses (e.g., lodging costs, rental cars) to the contractor-issued charge card.

5. When a rental car is involved with travel, the traveler must present the orders to the local passenger Transportation Office (PTO) prior to requesting advance payment from the Disbursing Office (DO). The PTO will endorse the orders indicating the daily rental car rate.

6. Contractor-Issued Charge Card

a. Application forms and instructions are available from the DirAR (AR-3) in room 1023. Once the applications are filled out, they must be returned to AR-3 for processing and submission to the contractor. Charge cards will be mailed by the contractor to the applicant's home.

b. The charge card must be returned to DirAR (AR-3) for destruction and return to the contractor prior to retirement, transfer, or resignation.

4402. PASSENGER TRANSPORTATION SERVICES

1. The passenger Transportation Office (PTO), room 1233, ARLEX, provides transportation services to military and civilian personnel traveling under orders while on official business.

2. It is DoD policy that strict economy be practiced in using passenger transportation. The means of transportation selected will satisfactorily meet DoD requirements for the lowest overall cost from the origin to final destination. Staff agencies are responsible for choosing the most economical means of transportation. Approved travel orders must be presented to obtain transportation.

3. General Transportation policies

a. Travel Within the United States. Commercial transportation will be used for travel within the United States when available and meets military requirements.

b. Travel Beyond the United States. Government transportation will be used for travel beyond the mainland boundaries of the United States when such is available.

c. Use of Foreign Carriers. Foreign-registered carriers will be used only when the carriers registered under the U.S. flag are not available.

d. Port Call procedures. The DirAR (ABAC) is responsible for requesting port calls for all officers at HQMC. Port calls for enlisted personnel will be requested by the CO, HqBn, HQMC.

e. Area Clearance. Travel to a foreign country in a TAD/TDY status may require a request for area clearance. Individual staff agencies should refer to paragraphs 4101.3 and 4402.2 of MCO P1000.6 and OPNAVINST 4650.11 for additional information.

4. Transportation in Connection with TAD/TDY

a. The PTO is fully automated with on-line computer terminals tied in directly with all domestic and international airline carriers. Through this terminal, PTO can make reservations and write tickets without a Government Transportation Request (GTR).

b. Travel agents will not be used for procuring tickets for travel in conjunction with TAD/TDY. Reservations will be made through the PTO as far in advance as possible, especially during holiday periods. Emergency or unforeseen requirements are fully recognized and will be processed as expeditiously as possible.

5. Traveler's Responsibility. The traveler is responsible for reporting unused transportation by the carrier when services actually furnished are of less value than those authorized on the GTR. Any unused tickets or portions thereof will be returned to the PTO to enable subsequent refund adjustments with the carrier concerned. Individuals are not authorized refunds from the carriers for unused tickets or services issued in exchange for GTR's/tickets. Accordingly, refunds received by individuals from the carriers shall be surrendered to proper authorities. Travelers who fail to protect the interest of the Government under such circumstances may subject themselves to a demand for payment of any resulting losses. Tickets/GTR's that are lost or misplaced will be reported immediately to the PTO.

CHAPTER 4

HEADQUARTERS STAFFING AND ADMINISTRATION OF
HEADQUARTERS PERSONNEL

SECTION 5: FITNESS REPORTS

4500. GENERAL. Fitness reports of Military personnel (sergeants and above) assigned to HQMC will be prepared per the instructions contained in MCO P1610.7. Reporting officials will establish and enforce procedures to ensure completed fitness reports are treated as privileged information and are seen only by persons required to have knowledge of the fitness reports. Completed fitness reports will be sent to the DC/S M&RA (MMPE), room 4012.

4501. REPORTING SENIOR/REVIEWING OFFICER. Chapter 2 of MCO P1610.7 outlines the factors to be used when identifying the reporting senior and reviewing officer responsible for completion of a particular fitness report(s). Table 4-1 identifies those personnel for whom the CMC and ACMC have reporting senior responsibility. Table 4-2 identifies reviewing responsibilities for this Headquarters.

REPORTING SENIOR	OFFICERS TO BE REPORTED ON
Commandant of the Marine Corps office	<ol style="list-style-type: none"> <u>HQMC Officers</u> Officers of the Office of the Commandant will be reported on or reviewed by the CMC per internal procedures Chaplain, USMC (01600) Director, Marine Corps Staff <u>All commanding generals outside HQMC for whom HQMC has reporting responsibility</u> COMMARFORRES CG MCRC <u>Others</u> Counsel for CMC is reported on by the General Counsel of the Navy with CMC input (Performance Appraisal) CO, MarBks, Washington, DC
Assistant Commandant of the Marine Corps	<ol style="list-style-type: none"> Officers of the Office of the Assistant Commandant Director, MCOTEA Director, Safety Division <u>HQMC Officers</u> DC/S for Installations and Logistics Inspector General of the Marine Corps AC/S Command, Control, Communications, Computer and Intelligence Legislative Assistant to the Commandant Director, Judge Advocate Division Director of Public Affairs Director, Health Services Director of Marine Corps History and Museums (Performance Appraisal) <u>Others</u> CO, HqBn, HQMC

Table 4-1.--Reporting Senior Responsibilities (Fitness Reports).

REPORTING SENIOR	OFFICERS TO BE REPORTED ON
Director, Marine Corps Staff	1. Secretary of the General Staff
	2. Director, Special Projects Directorate
	3. Director of Administration and Resource Manageaent (Performance Appraisal)
	4. Director, TQL Division
Deputy Chief of Staff for Installations and Logistics	1. COMMARCORSYSCOM
	2. COMMARCORLOGBASES

Table 4-1.--Reporting Senior Responsibilities (Fitness Reports)--Continued.

REVIEWING OFFICER	OFFICERS WHOSE REPORTS ARE TO BE REVIEWED
Commandant of the Marine Corps	<ol style="list-style-type: none"> 1. Officers reported on by the President; Vice President; Secretary of Defense; Chairman, Joint Chiefs of Staff; Vice Chairman, Joint Chiefs of Staff; Secretary of the Navy; Chief of Naval Operations; Commanders in Chief; Flag/General Officers of other services senior to ACMC. 2. Officers reported on by ACMC. 3. All general officers assigned to HQMC. 4. CMC will endorse all general officer fitness reports, if CMC is not reviewing officer. 5. Fitness reports prepared by the Legislative Assistant to the Commandant on the U.S. Senate and the U.S. House of Representative Liaison Officers. 6. <u>Others</u> COMMARCORSSYSCOM COMMARCORLOGBASES
Assistant Commandant of the Marine Corps	<ol style="list-style-type: none"> 1. Fitness Reports marked by flag/general officers of other services. 2. Fitness Reports marked by flag/general officers of other services senior to the heads of staff agencies. 3. Officers reported on by heads of HQMC staff agencies. 4. All colonel reports considered marginal/adverse are reviewed for information.
Deputy Chief of Staff for Manpower and Reserve Affairs	<ol style="list-style-type: none"> 1. Senior Marine, USNA 2. Officers reported on by the AsstSecNav (M&RA) 3. All reports on LtCols and below considered marginal/adverse when review is not otherwise prescribed.
Director, Personnel Management Division	<ol style="list-style-type: none"> 1. Colonels and below written by flag/general officers and their civilian equivalent when when review not otherwise prescribed.
CG MCRC	<ol style="list-style-type: none"> 1. LtCols and below assigned USNA/NROTC. 2. Reviews all other fitness reports when reviews not otherwise prescribed.

Table 4-2 Reviewing Officer Responsibilities (Fitness Reports).

REVIEWING OFFICER	OFFICERS WHOSE REPORTS ARE TO BE REVIEWED
Heads of Staff Agencies	<ol style="list-style-type: none">1. Officers reported on by principal subordinates.2. Officers filling external billets sponsored by their agencies for whom there is otherwise no reviewing officer.

Table 4-2.--Reviewing Officer Responsibilities (Fitness Reports)--Continued.

CHAPTER 4

HEADQUARTERS STAFFING AND ADMINISTRATION OF
HEADQUARTERS PERSONNEL

SECTION 6: CIVILIAN PERSONNEL

4600. CIVILIAN EMPLOYEE ADMINISTRATION

1. Civilian employees are selected, assigned, paid, separated, and their billets classified following Office of personnel Management and DON policies. Those policies are designed to ensure equal opportunity employment of the best qualified personnel. Administrative decisions must conform to both the intent and the letter of the law.

2. The DirAR (ARC) is responsible for the administration of the Civilian personnel program at HQMC. The Head, Civilian Human Resources Office, Washington, DC, ARDiv (ARC), is responsible to the DirAR for operation of the Civilian Personnel Program.

4601. CIVILIAN EMPLOYEE PUBLICATIONS

. The DirAR (ARC) issues the following publications to keep civilian employees informed on the regulations, policies, and practices of civilian personnel administration.

a. Procedures for the administration and control of the Headquarters Civilian personnel Programs are contained in Marine Corps Orders under the 12000 series.

b. Information of general interest to civilian employees will be published, as needed, in a Marine Corps Bulletin.

c. Articles of general interest to civilians and their supervisors are published approximately bimonthly in the Civilian Personnel Officer's Memorandum.

2. Anyone wishing to make comments, suggestions, or requests for information about these publications should contact the DirAR (ARC), extensions 77681/77955.

4602. DRESS CODE. As civilian representatives of the Federal Government and the U.S. Marine Corps, employees of Headquarters Marine Corps are expected to maintain a neat and professional appearance. While specific articles of clothing are not prescribed, all employees are expected to dress in a manner consistent with their official positions while on duty. Employees in professional and administrative positions as well as those who have extensive contact with members of other Federal agencies and/or the public are expected to attire themselves in a manner that is generally acceptable in the business community. During summer months, a more relaxed dress code may be allowed by heads of staff agencies. This does not, however, diminish each employee's responsibility to dress in a manner that is considerate of other employees and suitable for a Government office. A slovenly or offensive appearance is not appropriate.

4603. EMERGENCY DISMISSAL AND ESSENTIAL PERSONNEL DESIGNATION POLICY

1. The U.S. Office of personnel Management (OPM) has established procedures for announcing employee dismissals and Federal agency closings during hazardous weather and other emergency situations in the Washington, DC, metropolitan area. The decision to close Federal agencies or authorize early dismissal or late arrival will be communicated directly to the news media by OPM's Public Affairs Director and, when the decision is made during the workday, to Federal agency contacts.

2. Employee Responsibility. All employees are to presume, unless otherwise notified, that their office or activity will be open each regular workday regardless of weather or other emergency conditions. Employees are expected to be prepared to cope with difficult driving conditions and minor disruptions of public transportation facilities. On occasion, however, emergency situations prevent the opening of Federal offices and activities, prevent employees from getting to work, or create the necessity to dismiss employees early in certain areas.

3. Essential Personnel. Essential personnel are those who perform duties vital to the continuity of operations at the Headquarters and are required to be at work regardless of emergency situations or general dismissal authorizations. Heads of staff agencies are to identify essential personnel, by job title or other appropriate means, and notify them of the special requirements placed on them for reporting to, or remaining at, their worksites in emergency situations.

4. Dismissal Policy

a. In the Absence of Appropriations. When, during the workday, early dismissal or closure is directed because of the absence of appropriations, the DirAR will pass official guidance to staff agencies by E-mail or telephonically. Heads of staff agencies will not release employees until officially notified by the DirAR. After normal working hours, decisions to temporarily suspend operations will be passed to and announced by the news media. Whether employees will be paid for absences under above circumstances will normally be addressed after operations are resumed.

b. Hazardous Weather or Other Emergency Conditions(1) Early Dismissal

(a) Early dismissal of HQMC civilian employees during a regular workday because of hazardous weather or any other emergencies may be authorized only after the DirAR receives official dismissal notification by telephone from the DON coordinating authority. Once received, the DirAR will rapidly pass the specifics to the administrative office of each staff agency via E-mail or telephonically. Heads of staff agencies are not authorized to release civilian employees early without charge to leave or leave without pay until officially notified by the DirAR.

(b) When OPM authorizes an early dismissal, employees should be dismissed per the Residential Zone Dismissal Plan developed by the Metropolitan Washington Council of Governments (which affects employees according to where they live, not where (or for whom) they work). OPM will inform agencies of the dismissal time for Zone 1 residents. (The dismissal time for Zone 1 residents will be at least 1 hour after METRO and traffic officials have been notified to prepare for an outbound rush.) Residents of other zones will be dismissed at 1/2 intervals thereafter. The Residential Zone for each employee will be determined as follows:

Zone 1. Residents who live beyond Montgomery, Prince Georges, and Fairfax Counties.

Zone 2. Residents who live in portions of Montgomery, Prince Georges, and Fairfax Counties that lie outside the Beltway.

Zone 3. Residents who live inside the Beltway, but outside the District of Columbia.

Zone 4. Residents who live in the District of Columbia.

(c) Whether an employee should or should not be charged leave for an absence resulting from early dismissal depends on the employee's duty or leave status at the time dismissal is announced. Employees must be in a duty status in order to be excused.

(2) Delaved Arrival/Liberal Leave

(a) Delayed arrival/liberal leave will be used when hazardous weather conditions develop during nonworking hours making it difficult for employees to arrive at work on time. Federal offices will open as usual, however, supervisors may grant a reasonable amount of excused absence (usually up to 2 hours) to those who report to work late because of commuting delays. The supervisor will consider road, traffic, and Metro system conditions to decide how much excused absence is reasonable.

(b) When hazardous weather conditions exist, individual employees not designated as essential, may take annual leave or leave without pay without receiving advance approval from their supervisors. This is known as a "liberal leave" situation or policy.

(3) Closure

(a) Closure will be used when hazardous weather or emergency conditions occur in which significant numbers of employees are prevented from reporting for work. Federal offices will be closed by administrative order of the agencies involved.

(b) Workdays on which Federal offices are closed are nonworkdays for leave purposes. Employees scheduled to work on those days will be excused without charge to leave or loss of pay. Additionally, employees on previously authorized leave will not be charged leave for the day(s) involved.

5. Hazardous Weather or Emergency Condition Public Announcements for Radio and Television. The decision to close Federal agencies or authorize early dismissal or late arrival will be communicated directly to the news media by OPM's Public Affairs Director. Announcements will be similar to the following:

a. Federal Agencies are Open. Employees are expected to report to work on time. (This means Federal agencies will open on time, and employees are expected to report for work as scheduled.)

b. Federal Agencies are Operating Under a Delaved Arrival Policy. Reasonable delays in reporting for work will be excused. (This means Federal agencies will open on time, but reasonable delays in reporting for work will be excused without loss of pay or charge to leave for employees who experience serious commuting delays.)

c. Federal Agencies are Operating Under a Liberal Leave policy.

Employees may take leave without prior approval. (This means Federal agencies will open on time, but employees not designated as "essential" may take annual leave or leave without pay (LWOP) without prior approval of their supervisors. Employees designated as "essential" are expected to report for work on time.)

d. Federal Agencies are Operating Under a Delayed Arrival/Liberal Leave policy. Reasonable delays in reporting for work will be excused, and employees may take leave without prior approval. (This means Federal agencies will open on time, but reasonable delays in reporting for work will be excused without loss of pay or charge to leave for employees who experience serious commuting delays, and employees not designated as "essential" may take annual leave or LWOP without the prior approval of their supervisors. Employees designated as "essential" are expected to report for work on time.)

e. Federal Agencies are Closed. (This means employees not designated as "essential" are excused from duty without loss of pay or charge to leave. Employees designated as "essential" are expected to report for work on time.)

4604. OVERTIME/COMPENSATORY TIME

1. The Office of personnel Management administers the Fair Labor Standards Act (FLSA) (Public Law 93-259). This act brought Federal employees, as a group, in all three branches of the Government, as well as employees of nonappropriated fund instrumentalities under the jurisdiction of the Armed Forces, within the purview of the FLSA. The significant provisions of the FLSA which apply to Federal employees include a minimum wage rate and compensation for overtime work.

2. Certain employees as outlined in the Federal Personnel Manual are exempted from overtime provisions of the FLSA, including employees in "Executive, Administrative, and professional" positions and all employees serving in foreign areas. All others are called "nonexempt." All civilian positions at this Headquarters have been reviewed and designated as exempt or nonexempt. Block number 35 of the Standard Form 50, Notification of personnel Action, contains this information.

3. Policy/Procedures

a. Work in excess of the regularly scheduled workday or workweek may be authorized when emergency situations arise. Compensation for such work may be by money payment (calculated on an overtime basis) or by granting compensatory time off.

b. Authority to approve requests for overtime or compensatory time work is vested in the Director of Administration and Resource Management (DirAR).

c. Requests for overtime work shall be submitted to the Director of Administration and Resource Management (AR-3) on NAVCOMPT Form 2282, Overtime/Compensatory Time Request and Authorization (7410) and will contain the following information:

(1) Type of compensation requested.

(2) Name, grade, periodic pay step of employee to perform work and whether employee is exempt or nonexempt.

(3) Date(s) of work and number of hours requested. Separate requests for each pay period are required when more than one pay period is involved.

(4) Specific justification.

(5) Signature and title of requestor.

(6) Additional justification for approval after the fact is required when overtime/compensatory time was not approved in advance of the time worked.

d. Requests for overtime/compensatory time shall be signed by the heads of staff agencies originating the requests. This authority may be delegated. The Director of Administration and Resource Management (AR-3) will be informed by memorandum of the names of subordinates delegated this authority.

e. Requests for overtime/compensatory time authorization will be in writing and submitted to the Director of Administration and Resource Management in advance of the proposed overtime/compensatory time period. When exigencies of the service preclude prior approval, interim approval may be obtained by telephone from the Director of Administration and Resource Management (AR), (extension 43359). Written requests will then be provided not later than the first working day following the period of overtime/compensatory time worked.

f. Payment for authorized overtime will be made in hour and tenths of hour increments. Timekeepers will report overtime to the nearest minute on a daily basis on the individual's time card (NDW-NRFC 7410/17). At the end of each week the minutes of authorized overtime worked are totaled and divided by 6 to determine the number of hours and tenths of hours of overtime payable. Extra minutes may not be carried over to the next week since overtime may be accumulated on a weekly basis only--the week being from Sunday through Saturday. Pay for holiday work and night work will be computed on the same basis.

g. Supervisory Responsibility

(1) Under the FLSA, any work (in excess of the regular workweek) that the employer "suffers or permits" to be done must be paid at overtime rates. The fact that a supervisor knows that overtime work has been performed establishes a legal basis for overtime payments. This means that the nonexempt employee is entitled to compensation for overtime work performed--whether or not such work is "officially ordered or approved."

(2) It is the supervisor's responsibility, under the FLSA, to see to it that overtime work is not, in fact, performed except when payment for such overtime is intended, and he must keep accurate records concerning the hours worked by nonexempt employees.

(3) Supervisors will establish procedures to ensure that nonexempt employees are not permitted to perform overtime work unless specifically ordered or authorized to do so. Accurate records concerning the hours worked by nonexempt employees will be maintained.

h. Restrictions

(1) A limitation in funding requires that overtime be strictly confined to situations of temporary urgency or emergency. Supervisors and operating officials will critically examine all requests for overtime to ascertain that the work for which the request is made cannot be accomplished by any other means.

(2) Overtime shall be severely limited to cases of necessity¹ such as:

(a) Urgent matters affecting Marine Corps readiness.

(b) Bona fide emergencies when no other methods will accomplish needed work.

(c) As may be necessary in safeguarding life and property.

(d) In specific instances where savings can be clearly demonstrated with the use of overtime.

(3) Overtime/compensatory Time Request and Authorization (7410) will be scrutinized in detail by the Administration and Resource Management Division and returned to the originating office should it appear that the request is unwarranted in that other arrangements could be made to accomplish the required work within the normal workweek.

(4) Employees will not be used for overtime work on any day on which they are absent on annual leave or sick leave, except under extraordinary circumstances justified individually.

(5) In no case will a person request authorization for overtime work for himself. The request must originate with the reporting supervisor of the person concerned.

(6) Section 5547 of Title 5, United States Code, limits the payment of overtime or crediting of compensatory time. No employee may receive compensation payment or compensatory time at a rate which will cause his gross compensation for any pay period to exceed the basic pay of an employee in the maximum scheduled rate for GS-15. This includes night differential and holiday compensation.

(7) Employees on TAD cannot claim compensation for overtime (either paid or compensatory) unless approved in writing by proper authority before it is performed as defined in the Federal Personnel Manual. Overtime will not include time spent in preparation of reports in connection with the assignment, but rather must involve a definite work assignment that cannot be accomplished during regular working hours. In those cases where the activity being visited requires the employee to perform work outside regularly scheduled working hours, and authorization could not be obtained in advance, authorization must be obtained in writing from the commander of the activity visited. If such authorization is not obtained, no compensation can be made for overtime performed.

i. Requirement to Work Overtime. Supervisors may require employees to perform approved overtime work outside the normal working hours or beyond the regular workweek. Absence or tardiness during periods of approved overtime reflect adversely upon the individual employee's cooperativeness and dependability.

j. Compensatory Time

(1) It is the general policy of the Department of the Navy, as contained in SECNAVINST 7000.11, that equivalent compensatory time off should be given for irregular or occasional overtime work of employees exempt from the FLSA and for those employees whose rate of basic pay exceeds the maximum rate for GS-10. Any exceptions will require a determination by the Director of Administration and Resource Management (DirAR).

(2) Exempt employees whose basic pay is at or below the maximum rate of basic compensation provided for grade GS-10 are entitled to choose between overtime pay and compensatory time off for all irregular or occasional overtime work they are required to perform. Employees whose basic pay is above the maximum rate of basic compensation provided for grade GS-10 may, at the discretion of the Director of Administration and Resource Management, be paid either overtime pay or granted compensatory time off for the irregular or occasional overtime work they are required to perform. In either case, they should be advised whether they will receive overtime pay or compensatory time off. The maximum amount of compensatory time allowed to accrue to an individual employee is eighty (80) hours. Additional hours of compensatory time may be accrued only after the maximum accumulation has been reduced through the taking of compensatory time off.

(3) Under the FLSA, nonexempt employees normally do not have the option of choosing between overtime pay or compensatory time off, and should be paid for all overtime worked. However, nonexempt employees may elect compensatory time off in lieu of overtime. The following statement must be typed on the Overtime/Compensatory Time Request and Authorization and be signed by each nonexempt employee involved:

"I voluntarily elect compensatory time of f in lieu of overtime payment. I understand compensatory time off will be on an hour-for-hour basis.

(Employee signature required)

(4) The actual scheduling of time off for earned compensatory time is at the discretion of the proper administrative official.

(5) Compensatory time will be calculated on a straight time basis, not on an overtime basis.

(6) Compensatory time will be used as soon as possible after becoming due and will be used before any charge to annual leave, except in the situation where leave is restricted and an employee carrying the maximum amount of annual leave would lose it at the end of the year. In this case annual leave may be charged for leave taken. This decision must be made at the time the leave is taken.

k. Overtime and Compensatory Time Worked

(1) Employees will be compensated only for time actually worked. Supervisors and certifying officials should ascertain that the hours claimed as overtime or compensatory time worked are correctly reported.

(2) The Overtime/Compensatory Time Report (NAVMC HQ 812 (7-90), figure 4-6) must be completed for all authorized overtime and compensatory time worked. This reporting requirement is exempt and requires no symbolization. Local reproduction of NAVMC HQ 812 is authorized.

(a) Each employee who works overtime must sign this report, showing the actual time he/she begins such work and the time he/she leaves. Time taken for lunch periods must be shown, since time worked may not include lunch periods.

(b) The supervisor and certifying official must sign NAVMC HQ 812 (7-90) and submit it with the time card (NDW-NRFC 7410/17) to the Administration and Resource Management Division (AR-3).

(3) The time shown on NAVMC HQ 812 (7-90) will be verified and, if it differs from the time shown on the time card, the discrepancy will be called to the attention of the unit timekeeper.

1. Legal Holidays. Work of civilian employees on legal holidays will be limited to situations of the greatest urgency, and will require prior approval of the Assistant Commandant in each instance except for Headquarters Battalion, Headquarters Marine Corps, and Marine Barracks, Washington, DC.

PAY PERIOD ENDING (Date)	
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NOTE: It is required that each employee working overtime/compensatory time sign in on this sheet at the time overtime/compensatory time begins. It is also required that time taken for lunch be shown on this sheet since compensation for overtime/compensatory time can be only for time actually worked. No credit for overtime/compensatory time can be given unless this sheet is properly completed and submitted to the Director of Administration and Resource Management Division (AR-3), Room 1023.

[illegible]

REMARKS: (The supervisor will indicate how the overtime/compensatory time was verified in the Section.)

CERTIFIED CORRECT BY:

SUPERVISOR

CERTIFYING OFFICER

Figure 4-6.--Overtime/Compensatory Time Report (12600) NAVMC HQ 812(7-90)

CHAPTER 5

HEADQUARTERS SERVICES

	<u>PARAGRAPH</u>	<u>PAGE</u>
SECTION 1: HEADQUARTERS SERVICES		
SUPPLY REQUISITION PROCEDURES.....	5100	5-5
SECURITY OF OFFICE EQUIPMENT.....	5101	5-7
ASSIGNMENT AND DUTIES OF RESPONSIBLE OFFICERS.....	5102	5-8
BUILDING REPAIRS AND MAINTENANCE.....	5103	5-9
BUILDING ALTERATIONS.....	5104	5-13
DISPLAYS IN MAIN ENTRANCE LOBBY AT HEADQUARTERS MARINE CORPS.....	5105	5-14
HEADQUARTERS BULLETIN BOARDS.....	5106	5-14
POSTING OF NOTICES AND OTHER MATERIALS ON WALLS, DOORS, AND ELEVATORS OF FEDERAL BUILDINGS.....	5107	5-15
SMOKING IN HQMC OCCUPIED SPACES.....	5108	5-15
PROHIBITION ON ALCOHOL.....	5109	5-15
ENTRAPMENT IN ELEVATORS.....	5110	5-15
REQUEST FOR SPACE ALLOCATION AND UTILIZATION.....	5111	5-15
FUNDING FOR HEADQUARTERS EQUIPMENT AND SERVICES.....	5112	5-17
SECTION 2: COMMUNICATIONS SERVICES		
HEADQUARTERS MESSAGE SERVICES.....	5200	5-23
TELECOMMUNICATIONS.....	5201	5-23
TELEPHONE USAGE.....	5202	5-25
TELEPHONE DISCIPLINE.....	5203	5-26
FACSIMILE TRANSMISSION (FAX).....	5204	5-28
TELEPHONE RECORDINGS.....	5205	5-30
REDUCTION OF TELEPHONE AND MESSAGE TRAFFIC IN AN EMERGENCY.....	5206	5-30
TELEPHONE PRECEDENCE SYSTEM.....	5207	5-31

SECTION 3: MAIL SERVICE

OFFICIAL MAIL.....	5300	5-33
LOCATION AND HOURS OF OPERATION.....	5301	5-33
HEADQUARTERS MAIL AND FILES SECTION SERVICES.....	5302	5-33
OUTGOING OFFICIAL MAIL.....	5303	5-34
POSTAL COST MANAGEMENT PROGRAM.....	5304	5-35
PREPARATION OF PACKAGES FOR MAILING.....	5305	5-35
SPECIAL MAIL AND CODING SERVICES.....	5306	5-35
ESTIMATE OF TRANSIT TIME.....	5307	5-36
GUARD MAIL AND INTERAGENCY MAIL.....	5308	5-36
MAIL SCHEDULE.....	5309	5-37
PERSONAL MAIL.....	5310	5-37
POSTAL CLAIMS AND INQUIRIES SERVICE.....	5311	5-37
EMERGENCY DESTRUCTION OF MAIL AND EQUIPMENT.....	5312	5-37
COURIER SERVICE BETWEEN HQMC AND MCCDC, QUANTICO.....	5313	5-38
SHIPMENT OF MATERIAL FROM HQMC.....	5314	5-39
PICKUP OF CORRESPONDENCE FROM THE OFFICE OF THE ACMC.....	5315	5-39

SECTION 4: FILES

CENTRAL AND DECENTRALIZED FILES.....	5400	5-45
FILES MANAGEMENT TERMS.....	5401	5-45
DESKTOP REFERENCE MATERIAL.....	5402	5-47
STANDARD EQUIPMENT, SUPPLIES, AND FORMS.....	5403	5-47
UNCLASSIFIED FILES MAINTENANCE.....	5404	5-47
RECORDS DISPOSITION.....	5405	5-49
CLASSIFIED FILES.....	5406	5-50

SECTION 5: PRINTING, DUPLICATING, AND COPYMAKING

GENERAL.....	5500	5-55
PRINTING.....	5501	5-55

	<u>PARAGRAPH</u>	<u>PAGE</u>
DUPLICATING/COPYING.....	5502	5-55
DEADLINES.....	5503	5-56
DISTRIBUTION RESPONSIBILITY.....	5504	5-56
HQMC COPIER MANAGEMENT PROGRAM.....	5505	5-57
SECTION 6: CONFERENCE ROOMS		
CONFERENCE ROOMS.....	5600	5-61
HEADQUARTERS MARINE CORPS THEATER AND COMAANDANT'S CONFERENCE ROOM.....	5601	5-61
SECTION 7: TRANSPORTATION		
USE OF BUSES AND METRO.....	5700	5-63
SHUTTLE TRANSPORTATION BETWEEN HQMC AND MCCDC, QUANTICO.....	5701	5-63
TAXICABS.....	5702	5-64
OFFICIAL GOVERNMENT VEHICLES.....	5703	5-64
ADMINISTRATIVE FLIGHTS FOR HEADQUARTERS PERSONNEL.....	5704	5-66
USE OF GOVERNMENT AIRCRAFT FOR TEMPORARY ADDITIONAL DUTY (TAD/TDY).....	5705	5-67
SECTION 8: MANAGEMENT ENGINEERING SERVICES		
GENERAL.....	5800	5-75
TOTAL QUALITY LEADERSHIP.....	5801	5-75
CA/ER/DRIS PROGRAMS.....	5802	5-75
OFFICE EQUIPMENT MANAGEMENT.....	5803	5-76
MICROFILM PROJECTS.....	5804	5-76
FORMS MANAGEMENT.....	5805	5-76
REPORTS MANAGEMENT.....	5806	5-77
DOCUMENTATION (RECORDS) MANAGEMENT.....	5807	5-77
OA/EUC/ADP RESOURCES MANAGEMENT.....	5808	5-78
SECTION 9: LIBRARY FACILITIES		
MARINE CORPS HISTORICAL CENTER LIBRARY.....	5900	5-81

	<u>PARAGRAPH</u>	<u>PAGE</u>
LOGISTICS STUDIES LIBRARY.....	5901	5-81
SECTION 10: DATA PROCESSING SERVICES		
PROCEDURES FOR REQUESTS FOR AUTOMATIC DATA PROCESSING (ADP) SERVICES.....	51000	5-83
SECTION 11: VEHICLE PARKING		
VEHICLE PARKING AT ARLINGTON ANNEX.....	51100	5-85
HEADQUARTERS PARKING CONTROL OFFICER.....	51101	5-85
STAFF AGENCY PARKING CONTROL OFFICER.....	51102	5-85
INDIVIDUAL PERMIT HOLDERS.....	51103	5-86
POLICIES AND PROCEDURES.....	51104	5-86
SECTION 12: AUDIOVISUAL SERVICES		
AUDIOVISUAL.....	51200	5-93
GRAPHICS AND PUBLICATION SERVICES.....	51201	5-93
PHOTOGRAPHIC SERVICES.....	51202	5-93
AUDIOVISUAL SERVICES.....	51203	5-94
FIGURE		
5-1	ASSIGNMENT AND DUTIES OF RESPONSIBLE OFFICER.....	5-19
5-2	ADVERTISEMENTS.....	5-21
5-3	MAIL SCHEDULE.....	5-41
5-4	REQUEST FOR SHIPMENT.....	5-43
5-5	CHARGE-OUT CARD.....	5-51
5-6	BACKING SHEET.....	5-53
5-7	MCCDC TO HQMC SHUTTLE.....	5-69
5-8	HQMC TO MCCDC SHUTTLE.....	5-71
5-9	REQUEST FOR GOVERNMENT AIR TRANSPORTATION.....	5-73
5-10	DD FORM 1199 (PENTAGON PARKING PERMIT APPLICATION).....	5-89
5-11	INSTRUCTIONS FOR COMPLETING OF PENTAGON PARKING PERMIT APPLICATION (DD FORM 1199, DEC 91).....	5-91
5-4		

CHAPTER 5

HEADQUARTERS SERVICES

SECTION 1: HEADQUARTERS SERVICES

5100. SUPPLY REQUISITION PROCEDURES

1. General

a. The DirAR (ARD) stocks common-use federal supply system items of stationery, blank forms, and other expendable office supplies. These stock items may be picked-up from the Customer Support Centers/Self-Service Stores(CSC/SSS) on an "as needed" basis by authorized Supported Activities Supply System (SASSY) Management Unit (SMU) credit card holders.

b. Supply requisitions for non-stock items will be submitted on the NAVMC HQ 333 form to the DirAR (ARD), room 1206. Only one category will be marked in the appropriate block in the upper right corner of the NAVMC HQ 333.

c. Telephone requests for supplies and services will not be accepted.

2. Responsibilities

a. The DirAR (ARDC) will serve as the OIC, HQMC, SMU and be responsible for:

(1) Issuing HQMC SMU credit cards to personnel designated by staff agency heads.

(2) Ensuring only personnel who possess a valid HQMC SMU credit card procure supplies from the CSC/SSS.

b. Personnel designated by staff agency heads to receipt for the HQMC SMU credit card, are responsible for safeguarding it, and for controlling and monitoring its use. In addition, they will be responsible for:

(1) Advising personnel, who borrow the card to obtain supplies from the CSC/SSS, to procure only standard office supplies required for official Government business.

(2) Reporting lost or missing HQMC SMU credit cards immediately to the DirAR (ARDC), extension 41748/43123, and for following up the telephonic report with a written statement explaining the loss.

c. Heads of staff agencies will designate those individuals authorized to sign for stationery, blank forms, services, and property. Requisitions for building alterations will be signed at the staff agency level.

3. Definitions of categories on the NAVMC HQ 333 are:

a. Stationery. Expendable desk accessories such as perforators, desk trays, pencil sharpeners, wastebaskets, staplers, typewriter/printer ribbons, and all consumable paper supplies.

b. Property

(1) Nonconsumable items such as blackboards, briefcases, chair mats, clocks, easels, and portable partitioning.

(2) Items known to be open purchase, such as rubber stamps. Specialty items such as drafting equipment, supplies, and other items not normally found

in offices should be requisitioned separately. All requisitions for open purchase items must contain full descriptions, including applicable part or catalog numbers, source of supply if known, and any other information to assist in identifying and locating the item to be purchased. All requisitions for open purchase of items by brand name, or specific items that are similar to those stocked by GSA stores, must contain written justification and be approved by branch heads. Separate requisitions should be provided for each supply source identified.

(3) Word processing and personal computer supplies including magnetic discs, disc storage units, printwheels, ribbons, equipment accessories and attachments, software, etc., require written justification and approval by branch heads.

(4) Requests for security containers; i.e., safes and safe cabinets/require review by the DirAR (ARAB) and should be requisitioned separately.

c. Machine Repair. Repairs to office machinery.

d. Services

(1) Installation or modification of telephone or intercommunications facilities.

(2) Repairs to office furniture and equipment.

(3) Mounting or hanging blackboards, pictures, etc.

(4) Building alterations such as installation or removal of permanent partitions, doors, electrical outlets, floor tile, acoustic tile, vents, exhaust fans, and renovations or touch-up painting.

e. Furniture. Desks, chairs, tables, stands, bookcases, clothing racks, and filing equipment.

f. Blank Forms. All numbered forms used at this Headquarters. Requests for blank forms must be submitted to the DirAR (ARDC).

(1) The DirAR (ARDC) coordinates all requisitions for blank forms with the DirAR (ARAE). This coordination ensures the currency of the form being ordered, determines whether revision is required, and ensures update of the forms management database. The DirAR (ARDC) stocks, issues, and replenishes NAVMC HQ forms used by more than one staff agency, but does not stock NAVMC HQ forms developed for individual staff agency use. An individual staff agency that develops single user NAVMC HQ blank forms for internal use or NAVMC blank forms used Marine Corps-wide, but are stocked and controlled by the individual staff agency, must maintain its own stock and requisition replenishment as required.

(2) When a staff agency needs to replenish its stock of blank forms, it should requisition at least a 1-year supply. Replenishment of stock for NAVMC/NAVMC HQ blank forms will be done by reprinting. Requisitions (NAVMC HQ 333) for NAVMC/NAVMC HQ blank forms must be submitted to the DirAR (ARDC). If adequate internal storage space is not available, staff agencies may arrange for the DirAR (ARDC) to store forms, not stock forms, in the warehouse. In such a case the staff agency will be responsible for its own inventory control. Requisitions must include the form prefix (NAVMC, NAVMC HQ, DD, etc.), the form number and current edition date, the title, unit of issue (if known), stock number (if known), and the quantity required.

g. Publications. All informative, commercially printed matter such as dictionaries, atlases, books, magazines, newspapers, pamphlets, periodicals and controlled and noncontrolled publications from the Marine Corps publications stock point, Marine Corps Logistics Base, Albany, GA, by SASSY Controlled publications require HQMC sponsor approval per MCO P5400.31.

(1) Newspaper subscriptions will be accepted only when justified in writing and approved by the DMCS. The requests will be sent via the DirAR (ARD).

(2) All requests for publications must be job- or function-related. Requests approved by the staff agency head must contain full written justification

h. Office Machinery. Calculators, dictation and transcribing machines, microfiche equipment, typewriter~s, electric staplers, time and date stamps, copiers, personal computers, terminals, shredders, and other items of specialized major equipment/systems should be requested separately with full justification and approval by the staff agency head.

3. Requesting activities are provided with copies of the purchase action taken at the time orders are placed on non-stock items. The processing cycle for purchased items vary depending on source and availability of the requested item.

4. Periodical Subscriptions. The DirAR will approve/disapprove all periodical subscriptions purchased with appropriated funds. All requests for subscriptions will be submitted to the DirAR under the signature of the staff agency head.

a. Heads of staff agencies will:

(1) Prior to signing any requisition to purchase a periodical subscription, ensure the subscription is mission essential and the requisition states why needed. Mission essential periodicals relate to mission accomplishment and enhance the professional growth of the Marines. periodicals needed to perform a job, those authorized by Marine Corps orders, and those whose absence would adversely affect job performance are included in this definition.

(2) Ensure authorized periodicals, both specialized and general interest, are made readily available to all interested personnel or offices. Sharing periodicals will preclude necessary duplication of subscriptions.

b. The DirAR (ARD) will:

(1) Review and approve/disapprove all requisitions to purchase periodical subscriptions.

(2) Maintain a record of all approved requests for paid periodical subscriptions, and provide this record to the staff agency heads for review annually.

5101. SECURITY OF OFFICE EQUIPMENT. To ensure the security of office equipment, lock up pilferable items during nonworking hours. Report missing Government property immediately to the FPS, room 1036, ext. 42121, and follow-up with a memorandum report to the DirAR (ARD), via the staff agency Responsible Officer (RO), by the first working day following discovery of the loss.

5102. ASSIGNMENT AND DUTIES OF RESPONSIBLE OFFICERS

1. Anyone acting in a command or supervisory capacity may be assigned duties as a RO, and will be responsible for all accountable property issued to their account.

2. Heads of staff agencies, or their designated representative, will nominate RO's in writing, when a new account is established or at least 20 days prior to the relief of a currently assigned RO by submitting a memorandum to the DirAR (ARD), in the format contained in figure 5-1.

3. RO controlled property includes office machines, nonexpendable, accountable-type items and equipment, and such other expendable or highly pilferable-type items for which custodial controls are specified by the DirAR. RO's are responsible for:

a. Formal Account. All nonexpendable items under \$15,000 which do not need maintenance agreements such as general officer furniture and flags, and items containing serial numbers such as handheld calculators, electric pencil sharpeners and staplers, microfiche viewers, desktop calculators, ADP equipment, and other items as specified by the DirAR.

b. Plant Account. All items with an initial acquisition cost in excess of \$15,000 such as copy machines, reader/printer equipment, and computer/word processing systems. Any time a serialized item or component is removed/ relocated or replaced, the action will be reported in writing to the DirAR (ARD).

4. Appointed RO's will ensure property under their charge is safeguarded, maintained, administered, and accounted for at all times.

a. RO's will obtain subsidiary receipts from the persons having possession of public property. Either a locally devised receipt or Equipment Custody Record (4440) form (NAVMC 10359) will serve this purpose.

b. RO's will ensure transfers of accountable public property are properly documented. In no case is an RO relieved of accountability for public property without appropriate documentation. RO's are not authorized to give away, loan, or dispose of public property.

5. The following procedures apply for all accountable public property in the custody of RO's:

a. A formal account Consolidated Memorandum Receipt (CMR) serves as the formal control document for all nonexpendable accountable items and specified expendable items requiring custodial control.

b. A plant account CMR serves as the formal control document for all plant account accountable items.

c. The original, signed CMR's are kept by the DirAR (ARD) at all times.

d. RO's are given a duplicate copy of the CMR for use in verifying the formal property and plant account items charged to their account.

e. Signed copies of the NAVMC HQ 333 requesting issue or the turn-in of accountable items will serve as debit or credit slips pending renewal of the CMR.

f. The issue or turn-in of accountable items will be noted on the original CMR as transactions occur. It is the RO's responsibility to make similar entries on the retained copy of the CMR.

5103. BUILDING REPAIRS AND MAINTENANCE

1. DoD, Washington Headquarters Services (WHS) is responsible for building repairs and maintenance, to include repair or replacement of permanent fixtures such as fluorescent lights, windows, door locks, heating, and air conditioning equipment, plumbing fixtures, venetian blinds, and floor tiles. Requests from staff agencies in FB#2 for maintenance or repair will be directed to the DirAR (ARD). Request for maintenance or repairs in Clarendon Square will be directed to the Administrative Officer, COMMARSYSCOM, or DC/S I&L before forwarding to the DoD Building Administrator, Clarendon Square Building.

2. Housekeeping and Cleanliness. The building managers of FB#2 and the Clarendon Square Building are responsible for keeping the building and grounds neat and clean. Although custodial services have been contracted to do the cleaning, each person is responsible for keeping their work area clean.

a. Custodial cleaning services include:

(1) Daily emptying of wastebaskets, dusting and spot vacuuming; complete vacuuming and sweeping weekly; and monthly mopping and buffing of tile floors. Daily cleaning of restrooms, sweeping or vacuuming of entrances, lobbies, and corridors, and policing of entrances, lobbies, and corridors.

(2) Report problems to the appropriate DoD Building Manager.

b. Placing unserviceable or excess furniture, equipment, partitions, and extraneous items such as skids, empty boxes, and obsolete publications in public corridors is prohibited by building regulations.

c. Occupants are responsible for arranging the removal of excess furniture and material as follows:

(1) Submit a requisition to the DirAR (ARD) to request pickup of excess, unserviceable furniture, equipment, partitions, and other nonchargeable items. These items will be held in the office spaces until they can be picked up.

(2) Call the DirAR (ARD), extensions 41748 or 43123 to arrange pickup of excess material, empty skids, packing cartons, etc.

(3) Call the DoD Building Manager, extension 42177 at FB#2, to arrange pickup of bulk paper items such as obsolete files, computer printouts, and publications.

3. Facilities, Safety, Health, and Fire Protection Representatives

a. Federal Property Management Regulations (FPMR), par 101-20.109.3, requires agencies occupying DoD-owned/controlled buildings to appoint a safety, health, and fire liaison to establish safeguards that will minimize personal harm, property damage, or impairment of agency operations. The DirAR (ARD) is assigned this responsibility for HQMC. However, to ensure spaces occupied by HQMC personnel meet or exceed accident and fire prevention policy objectives, it is necessary for staff agencies to appoint a representative to assist the DirAR (ARD) in carrying out this responsibility.

b. Because of the frequent turnover of personnel assigned to HQMC, staff agencies will assign this responsibility to an authorized Tb billet requiring a LtCol/above. Staff agencies are also required to keep the DirAR (ARD) informed of the name of the incumbent filling the assigned T/O billet.

c. In addition to the duties outlined in the FPMR, the staff agency representatives will be responsible for:

(1) Ensuring their personnel comply with paragraphs 5103.1 and 5103.2.

(2) Inspecting all spaces occupied by their staff agency or division and adjoining public areas (corridors, restrooms, sinkrooms, etc.).

(3) Initiating appropriate action following paragraphs 5103 and 5104, to correct any discrepancies noted.

(4) Maintaining a log of discrepancies noted, dates and actions taken, and dates of correction or followup actions.

4. Building Equipment. Personnel may not move door sign holders and other building equipment from one room to another. Any such relocations must be requested on NAVMC HQ 333 and submitted to the DirAR (ARD).

5. Central Air conditioning/Heating. Federal property Management Regulations specify that, during working hours, room temperatures will be kept at 78-80 degrees fahrenheit in the summer and 65-68 degrees fahrenheit in the winter. Central systems are monitored and controlled by building engineers through a series of central control panels.

a. FB#2 is cooled and heated by a combination of fresh air and chilled/hot water convector systems. The air vents provide circulation while the convector units provide the cooling/heating of internal air. System effectiveness depends on equalized air pressure throughout the building. The blocking of fresh air vents, opening of windows, or storing of material in front or on top of convector units could cause improper functioning of the system, not only in the immediate area but in all rooms of the wing or zone. Any malfunctions in the cooling/heating system or equipment should be reported to the DoD Building Administrator at extension 42177.

b. The Clarendon Square Building is cooled and heated by a central forced air distribution system and individual heating elements on exterior walls controlled by building engineers. The height and location of partitions in these buildings are the primary cause of inadequate air circulation and reduced effectiveness of cooling and heating in office spaces. Any malfunctions in cooling/heating should be reported to the DoD Building Administrator.

6. Corridor Signs

a. Only standard corridor 6- by 8-inch red cards with yellow lettering are authorized for offices other than general officer suites. On the fourth floor of FB#2 signs are 1-inch, strip-type consisting of room numbers over doors and three strips for office titles.

b. The sign may contain 3 lines of not more than 26 spaces per line depending on the type of holder. Room numbers will remain in the sign holders at all times. The names of incumbents of specific billets will not be shown on corridor signs except for general officers.

c. For uniformity purposes, it is suggested that signs include the following:

(1) Name of staff agency.

(2) Name of next subdivision in order of importance.

(3) Name of next subdivision if desired.

d. Send requests for corridor signs to the DirAR (ARDE).

7. Installation and Operation of Coffee Messes. Staff agencies wishing to have coffee messes must send a memorandum via the head of the staff agency, to the DirAR (ARD) for forwarding to the DoD Building Manager. The request will describe the appliances, its intended use (coffee or water), number of users, and proposed location. Before a permit is issued, the installation must meet the following requirements:

a. Safety Requirements

(1) The electrical circuit must be able to handle the additional load.

(2) The appliance must bear the label of Underwriters Laboratories or other approved testing laboratories, be free of any defect at the time of installation, and be inspected and approved by a qualified electrician.

(3) All electrical appliances must have indicator lights that remain lit as long as current is being supplied to the appliance, and preferably contain an on-off switch.

(4) All electrical appliances shall be turned off promptly after use to avoid overheating and creating a potential fire hazard.

b. Installation Reauirements

(1) No obstruction shall be within 48 inches of the front of the appliance. The clearance between the appliance and unprotected combustibles will be at least 6 inches on all sides facing the combustible material, and 36 inches overhead. If exposed to combustibles where these clearances are not possible, the combustible material must be protected by sheet metal not less than 24-U.S. Gauge. Required metal shields will be paid for by the users.

(2) If the appliance has leg supports less than 3 inches high, it will be installed on a noncombustible base, or installed on a stove or counter-type mat with metal surface and water resistant insulated back. If the appliance has leg supports 3 inches or higher, it may be installed on a combustible base covered with sheet metal not less than 24-U.S. Gauge. Materials will be paid for by the users.

c. Sanitation Requirements

(1) Coffee grounds shall be disposed of in plastic bags, either in plastic-lined-trash cans found in sinkrooms or in bags paid for by the user. Do not put coffee grounds down the sink.

(2) The heating of food is not allowed and the use of hot plates or similar stove-like appliances is prohibited. Liquids should be heated in coffee pot or hot-pot type appliances.

(3) Keep all equipment clean and sanitary. The accumulation of dirty dishes, cups, and other accessories is not allowed. Keep stores of sugar, cream, and similar items in tightly closed containers.

d. Vendor-Owned Equipment. To prevent commercial vendors from putting unauthorized coffee-making equipment in Government occupied spaces, the following conditions must be met to obtain approval of any informal contract agreement with coffee vending companies.

(1) No personal profit is to be gained from the sale of coffee.

(2) Coffee mess outlets must be approved prior to installation of coffeemaker.

(3) Coffeemakers must be inspected and approved prior to use.

e. Building Manager Inspection. DoD will inspect periodically, all installations of electrical appliances to guard against a possible fire hazard. If an installation does not conform to safety, installation, and sanitary requirements, it will be removed.

8. Decorations. Festive decorations may be set up in HQMC occupied spaces under the following conditions:

a. Manufactured decorations, such as crepe paper, drapes, curtains, cotton, cardboard, flock, and similar material are flameproof. At no time will spray-on type decorations be allowed. Only masking tape may be used to hang decorations on walls or doors.

b. Christmas Trees

(1) Live trees are not permitted.

(2) Artificial trees must be flame-proof to the satisfaction of the Fire Marshal.

(3) Artificial trees may not be set up before 10 December and must be removed by 3 January.

(4) Artificial trees must be properly placed. Trees must not block an exit door or obscure an exit sign

(5) Only decorations of non-flammable material are permitted.

(6) Candles or flame decorations are not permitted.

(7) Electrical wiring may not be used on metallic trees. Metallic trees may be illuminated by use of spotlights placed at a safe distance.

(8) Electric lights used on trees must conform to the appropriate jurisdictional code and be U.L. approved.

c. Holly, cornstalks, straw, and similar materials shall not be used.

9. Energy Conservation

a. Federal property Management Regulations mandate the practice of energy conservation in all DoD-controlled space. Cooling and heating of space and lighting should be reduced to minimal acceptable standards for personal comfort. The use of threshold heaters, portable space heaters, portable electric fans, or any other energy consuming device in government-owned or -leased space is not authorized. Employees are encouraged to:

(1) use minimum artificial lighting during daylight hours.

(2) Keep all unnecessary lights turned off, such as those in storerooms, closets, or other spaces not being occupied.

(3) Turn off lights, machines, and appliances when leaving the work area.

(4) Keep windows and outside doors closed at all times.

(5) In areas containing individual window air conditioning units, close the dampers which admit outside air.

(6) Dress appropriately for lower winter temperatures and higher summer temperatures.

(7) Do not turn on equipment such as copy machines, typewriters, calculators, etc., until needed. Turn equipment off when no longer in use.

(8) Use stairs in lieu of elevators.

(9) Draw or partially close blinds, shades, and draperies on the sunny side of the building during hot weather and open during cold weather for solar heat gain.

(10) Notify the DOD Building Administrator of any areas requiring service to prevent waste of utilities.

b. Exceptions to paragraph 9a, may be granted to protect or operate specialized equipment such as computers, but only after consultation with technical personnel, and presentation of supporting evidence that supplemental cooling/heating or lighting is required. Any exceptions must be approved by the DOD Building Administrator and be concurred in by appropriate energy conservation coordinators.

5104. BUILDING ALTERATIONS

1. DOD (WHS) provide building alteration services including construction and removal of permanent partitions, installation and relocation of electrical outlets or power poles, and painting. The Washington Headquarters Services Building Administrator must approve all alterations. Projects of major proportions require further approval by the Federal Building Fund Administrator of the Naval District of Washington (NDW) and the Office of the Secretary of Defense (OSD). As such, all proposed moves involving alterations must be coordinated with the DirAR (ARD). Submit all requests for alterations on a NAVMC HQ 333 with floor plans indicating work required to the DirAR (ARD).

2. Extension Cords. Extension cords will not be used as a substitute for permanently installed receptacles. If used as temporary power source, extension cords will:

a. Be approved by an underwriters laboratory and be of heavy duty design.

b. Be three-wire with the three-wire properly installed as an equipment ground connection.

c. Be protected against accidental damage that may be caused by traffic, sharp corners, or pinching in doors. They will not be fastened with staples, hung from nails, suspended by wire, etc.

3. Unauthorized Alterations. Federal Property Management Regulations prohibit individual "self-help" alterations or improvements in any DOD-controlled space. Only DOD may make alterations and improvements. Any individual making unauthorized alterations or improvements will be held financially responsible for restoring the space to its original condition.

4. Contract Modifications. Approved alteration work requests are binding contracts between the Marine Corps and DOD, therefore no changes negotiated between occupants and workmen are authorized. If legitimate requirements have changed, contact the DirAR (ARD) to either modify or cancel the approved work request.

5. Alterations and Construction Plans. vRequisitions involving alterations or modifications to existing space, including extensive electrical outlet relocations, must be accompanied by proposed office layouts including furniture locations and grades of personnel occupying desks located within the space. The DirAR (ARD) will provide assistance and guidance in preparation of design layouts upon request.

5105. DISPLAYS IN MAIN ENTRANCE LOBBY AT HEADQUARTERS MARINE CORPS. The DirAR (ARD) is responsible for the decor of the main entrance lobby at HQMC. HQMC activities wishing to schedule temporary exhibits in the lobby must contact the DirAR (ARD), requesting approval to include type of display, justification, and inclusive dates.

5106. HEADQUARTERS BULLETIN BOARDS

1. The DirAR (ARA) maintains the bulletin board located between rooms 1018 and 1020. Individuals who desire to post an advertisement will prepare it on a 3X5 card, using the following guidelines, and submit it to the DirAR (ARA), room 1006.

a. Type or print advertisement lengthwise (see figure 5-2).

b. List the owner's name, organization, office phone, and room number on the back of the card.

c. Use an appropriate heading (i.e., House for Sale, Auto wanted, Furniture for Sale, etc.) with only similar items on one card.

. Acceptable advertisements will be posted for 30 workdays and then removed. If space on the board permits, advertisements may be renewed upon request.

3. Commercial, help wanted, personal service, organizational or club notices, and similar-type advertisements will not be accepted or displayed.

4. A bulletin board containing items of interest to military personnel is located in room 1006 and maintained by the DirAR (ARA).

5. Heads of staff agencies who maintain a bulletin board will ensure:

a. Written regulations governing the use of bulletin boards under their cognizance are published and outline the types of items acceptable for posting.

b. Bulletin boards are kept in a neat, orderly manner and only official matter is posted. Recreational information is considered official matter.

c. Bulletin boards are inspected frequently to ensure no material prejudicial to the maintenance of good order and discipline is displayed.

5107. POSTING OF NOTICES AND OTHER MATERIALS ON WALLS, DOORS, AND ELEVATORS OF FEDERAL BUILDINGS

1. Following DoD Public Building Service (PBS) regulations, all items for posting will be placed on bulletin boards only. No material is to be fastened to walls unless approved by DOD Building Administrator.

2. Posting material by taping to walls, doors, and elevators is unsightly and causes damage to the surface finishes involved.

5108. SMOKING IN HQMC OCCUPIED SPACES

1. A smoking policy has been established per guidelines set forth by DoD. Regulations for smoking in HQMC-occupied spaces, except Henderson Hall, are published and distributed by the Building Administrator in the form of Washington Headquarters Building Circulars. Specific policy covering HQMC personnel is outlined in MCO 5100.26. The policy states that smoking is prohibited except in designated areas. Unless otherwise designated by the DirAR, smoking is prohibited in all HQMC assigned spaces; i.e., those spaces specifically designated for use or occupied by HQMC personnel, such as offices, auditoriums, conference rooms, training areas, lobbies, corridors, elevators, stairwells, restrooms, eating areas, warehouse, storage, and loading dock areas.

2. The Building Administrator may, as directed by GSA, publish additional guidelines pertaining to this policy.

5109. PROHIBITION ON ALCOHOL. Alcoholic beverages are not permitted on the Pentagon Reservation (of which Federal Building Number 2, Arlington Annex is included) without written permission from the ACMC. Submit requests for the use of alcoholic beverages to the ACMC via the Director of Administration and Resource Management (DirAR). The DirAR will forward such requests to the ACMC for approval or disapproval, and provide a copy of any approvals to the Defense Protective Service.

5110. ENTRAPMENT IN ELEVATORS. Elevator malfunctions are extremely dangerous to both passengers and rescuers. To reduce the possibility of physical injury, the following procedures shall be observed:

1. Engage the alarm bell inside the elevator car.
2. Use the elevator telephone to call authorities as outlined on posted emergency instructions. If no instructions are posted, passengers should call their office and request the Building Manager or Federal Protective Service be notified.
3. Wait for DOD authorized elevator mechanics.
4. Do not try to force open elevator doors or leave stalled elevator cars unless instructed to do so by DOD elevator mechanics.

5111. REQUEST FOR SPACE ALLOCATION AND UTILIZATION

1. The DirAR (ARD) is responsible for the planning, allocation, and management of space.

2. The DirAR (ARD) will make space assignments in compliance with DoD criteria standards except when available space assets, building structural design, or other factors prevent adherence to the following authorized allowances:

a. Private Office Space

P-1 600 SQFT CMC, APMC

P-2 400 SQFT Deputy and assistant chiefs of military services or heads of offices reporting directly to positions in P-1 category.

P-3 300 SQFT Division heads (SES, general, and above), or deputies to positions in P-2 category.

P-4 200 SQFT Division heads (GM-15/14, colonel), or comparable positions requiring private offices.

P-S 150 SQFT Division heads (GM-13, lieutenant colonel), or comparable positions needing private offices, branch heads (GM-15/14/13, colonel, lieutenant colonel), who report to positions in P-4 category, and administrative or professional personnel (GM-15/14, colonel) who require private offices.

P-6 100 SQFT Branch heads (GS-12, major and below or comparable positions), and administrative or professional personnel (GM-13, lieutenant colonel and below) who require private offices.

b. Open Office Space

0-1 110 SQFT Unit supervisors (GS-9, E8, WO, 01, or above) who supervise six or more employees.

0-2 90 SQFT Unit supervisors (GS-7, E7, or below) who supervise six or more employees, and administrative or professional personnel (GS-7, E8, 01, or above).

0-3 60 SQFT Clerical, stenographic, and all other personnel.

3. When requesting additional space to accommodate approved expansions or new programs, staff agencies shall submit their space requirements based on the aforementioned allowances.

a. Requests will indicate if the requirement is:

(1) Intermediate - needed within the next 8 months.

(2) Current - needed within the next fiscal year.

(3) Long Range - needed within the next 5 years.

b. Heads of staff agencies are responsible for the proper use of allocated space.

c. The DirAR (ARD) will conduct periodic surveys to ensure space is being properly used. Based on these surveys, the DirAR (ARD) may make reallocations of space as appropriate.

d. Staff agency requests for additional space shall be accompanied by completed Request for Space (SF 81) supported by DoD Space Requirements Data Forms DD-1450 and DD-1450-1.

4. Annually each staff agency must submit an original DoD Space Requirements Data Forms DD-1450 and DD-1450-1 to the DirAR (ARD) no later than 30 September. Staff agencies should base this report on their on-board strength and current T/O broken down by officer, enlisted, and civilian. Vacancies should be identified and submitted with authorized space allocation for the position.

5. The DirAR (ARD) is responsible for maintaining space and personnel figures for use in preparing reports to higher authority as required, and to justify current space allocations.

5112. FUNDING FOR HEADQUARTERS EQUIPMENT AND SERVICES

1. To determine funding requirements for Headquarters equipment and services, an annual survey is conducted during the fourth quarter of each fiscal year. A Headquarters bulletin in the 7100 series is published requesting staff agencies to provide projected requirements to be included in the DirAR POM submission.

a. The information required in these survey reports will be: known or anticipated new requirements for items such as office furnishings, office machines, word processing equipment, Class II ADPE (personal computers, microcomputers, software packages, systems accessories or furniture, and other specialized equipment or services), and for services provided from sources outside HQMC such as microfilming, data processing services, commercial conference facilities, and building alterations.

b. Requirements for services and equipment not identified in the survey will not be accommodated. In certain circumstances, however, unbudgeted requirements may be offset by a budgeted requirement. If such substitution is not practicable, supplemental funding may be requested and obtained during mid-year review if adequate justification is provided.

2. The DirAR (ARD) must be kept informed of any proposed operational changes that could result in the unprogrammed expenditure of funds. Such proposed operational changes include, but are not limited to:

a. Personnel increases, reorganizations, revised operating procedures, or other internal staff agency actions requiring additional furniture, equipment, or expensive supplies.

b. Requirements for major building or facility alterations involving construction or electrical/plumbing system modifications to accommodate personnel and/or equipment.

4400
Code
Date

MEMORANDUM

From: Appropriate Headquarters Staff Agency
To: Director of Administration and Resource Management (ARD)

Subj: ASSIGNMENT AND DUTIES RESPONSIBLE OFFICER

Ref: (a) MCO P4400.15, Consumer-Level Policy Manual
(b) MCO P5000.____ HQADMINMAN

1. Effective (20 days prior to relief), (New RO name and grade) will assume the duties of RO for account number _____ relieving (Name and grade).

2. The above individuals will conduct a joint inventory of all custodial and plant property on charge and report all overages or shortages in writing to the Director of Administration and Resource Management (ARD) by the above effective date. The references refer.

3. The RO will report to room 1205, ARLEX to sign the original Formal Account and Plant Account CMR.

Figure 5-1.--Assignment and Duties of Responsible Officer.

HOUSE FOR SALE - \$96,500

3 Bedroom, 1 1/2 bath, brick rambler, near schools, bus, and shopping.
In Alcova Heights, 1001 7th Street, Arlington, VA.
Home telephone: (703) 311-0000. Located 4 blocks from Columbia Pike.

(703) 614-6000 DWH (Picture optional) (703) 971-8888 AWH

Figure 5-2. --Advertisements.

CHAPTER 5

HEADQUARTERS SERVICES

SECTION 2: COMMUNICATIONS SERVICES

5200. HEADQUARTERS MESSAGE SERVICES

1. The Arlington Annex Communications Center (AACC) operates under the cognizance of the DirAR and with Navy Liaison support provided by the Director of Administration Office, Bureau of Naval personnel (Pers 01). The AACC sends, receives, records, and distributes all general service command messages for 235

Navy and Marine Corps subscribers. The AACC operates under the guidance provided by MCO P2000.5, Arlington Annex Communications Center Standing Operating procedures (ARLEX COMMSOP)

2. The Intelligence Division (INTS) is responsible for transmitting and receiving messages over the Defense Special Security Communications System for Headquarters Marine Corps.

5201. TELECOMMUNICATIONS

1. Departmental telephone equipment is installed for official business only. All existing and new systems will conform with the following DoD guidelines to ensure overall DoD component equipment levels are not exceeded.

a. The established ratio of branches (main lines) is one for each three personnel assigned.

b. The ratio of instruments to personnel normally should be no more than 8 instruments per 10 personnel.

c. The common telephone instrument is a 10-button set.

d. Multi-button telephone stations with no more than 34 buttons are authorized for secretaries or receptionists responsible for central answering services. To receive such instruments requires written justification.

e. Private line equipment, automatic signaling circuits, speakerphones, spokesman equipment, answering devices, automatic dialing equipment, and dial intercommunications equipment are primarily convenience items and their use severely restricted and not normally authorized. Requisitions for the above items must be justified and approved by Defense Telecommunications Services - Washington (DTS-W).

2. All telephone failures on exchanges 614, 693, 695, 696, and 697 shall be reported as follows:

a. Line problems (no dial tone, etc.) dial 9-611.

b. Station equipment problems (buttons, lights, intercoms, etc.) dial ATTIS at 1-800-327-6567 and furnish the following:

(1) FB #2: provide location code IL#0133429514, the telephone number, room number, point of contact, and describe the trouble.

(2) Clarendon Square Building: Provide location code IL#00200145837, the telephone number, building address, room number, point of contact, and describe the trouble.

c. If the problem cannot be identified, contact the DirAR (ARD), ext. 33089 and request assistance.

3. Send requests for telecommunications services involving the disconnection, movement, installation, or changing of equipment numbers with written justification on a NAVMC HQ 333 to the DirAR (ARD). The requisition will specify the service required, room number location, and floor plan. Allow at least 20 working days before the service is required.

a. Requests for new telephone numbers must meet DoD criteria, contain complete justification citing the class of service required, and be approved by appropriate authority. Access to Defense Switched Network (DSN) A7-unrestricted is limited to 40 percent of DoD numbers in use. Classifications of services available are:

(1) A9-Restricted Basic. Provides telephone access to all Government centrex systems in the National Capital Region (NCR). This class of service does not provide access to DSN (8-level), local commercial (9-level + commercial exchange), long distance operators (0-level), or direct dial (9-level + Area Code).

(2) A7-Unrestricted Basic. Provides telephone access to all Government centrex systems in the NCR, DSN, local commercial, long distance operators, and direct dial.

(3) B5-Unrestricted. Provides telephone access to Government centrex systems in the NCR, and local commercial. This class of service does not provide access to DSN, long distance operators, or direct dial.

(4) B1-Unrestricted. Provides telephone access to Government centrex systems in the NCR, local commercial, long distance operators, and direct dial. This class of service does not provide access to DSN.

b. The normal new installation will be A9-Restricted service, except when the user is required to make calls outside the DoD Government systems. When justified in writing, the minimum classification of unrestricted service will be provided to permit performance of normal duties.

c. The number of branch lines in use and the classification of service provided is the primary basis for allocating costs to the DoD. Therefore, requests for new numbers must be kept at a minimum, and service classification as restrictive as possible.

d. Telephone numbers exclusively for data or facsimile equipment will not be incorporated into normal office telephone systems.

4. Installation and user costs have risen dramatically in recent years. Based on charges prorated to HQMC by DTS-W the monthly cost of each telephone instrument presently ranges between \$35 and \$45. Rate increases granted to C&P Telephone Company by the Virginia State Corporation have had a direct impact on Headquarters telecommunications costs. Annual or semiannual rate increases in one form or another have been traditional rather than the exception and are expected to continue in the foreseeable future resulting in restrictions on the number of lines that can be provided for Headquarters Marine Corps.

5202. TELEPHONE USAGE1. The following types of telephone calls are made to and from HQMC:

a. Local DoD Calls. Local DoD calls are placed to other DoD organizations in the NCR. These calls may be placed from any 61- or 69-number by dialing the last five digits of other 61- or 69-numbers, or 9 plus seven-digits for other centrex exchanges. There is no charge for these calls.

b. DSN Calls. DSN calls are placed to most military installations in CONUS. These calls can be placed only from A7-Unrestricted class, by dialing 8 to gain access and the appropriate seven-digit number. Since DSN is the most economical means of long distance communications between subscribers, it will be used unless the urgency demands that a commercial, long distance call be made.

c. Local Commercial Calls. Local commercial calls are placed to commercial exchanges within the Washington local calling area. These calls can be placed only from A7, B1, and B5-Unrestricted class 61- or 69-telephone by dialing 9 and the seven-digit commercial number. Each local commercial call averages \$.10, creating a cumulative cost from \$75,000 to \$90,000 annually to HQMC. Avoid calls to local exchanges that are placed by dialing the area code plus seven-digit telephone number as they are billed as toll calls at unnecessary higher costs.

d. Long Distance Calls. Long distance calls are placed to any point outside of the Washington calling area, through DoD operators or by direct dial. These calls can be placed only from A7-Unrestricted or B1-Unrestricted 61- or 69-numbers by dialing 9, the area code, and the seven-digit number desired or, when necessary, dialing 0 and providing the operator with the area code and seven-digit telephone number desired, and the number from which the call is being placed. Operator assisted calls are billed at full commercial rates and must be limited.

(1) Make long distance calls only for official business when necessary to prevent travel, or when an urgency exists that cannot be satisfied by more economical means, and the destination point is not available through DSN facilities.

(2) Calls dialed directly into the long distance system are automatically registered and billed monthly. All long distance calls, whether direct dial or placed through operators, must be recorded in order to verify against billing. Show the date of the call, number called from, and the number and place called to. Limit long distance calls to 5 minutes or less.

(3) Heads of staff agencies should issue appropriate instructions to their personnel on the control of local and long distance telephone usage.

2. Toll call records are kept for 6 months to verify against monthly bills. Records should be arranged to allow copying of entries upon request.

3. Personnel may use Government telephones to place personal local and long-distance calls provided the calls (1) do not adversely affect the mission of the employee's organization or the performance of the employees' official duties, (2) are of reasonable duration and frequency, (3) reasonably cannot be made at another time, and (4) do not result in a charge to the Government even if the employee intends to reimburse the Government. A personal long-distance call must be to an 800-toll free number, charged to an employee's home number or another non-Government number, charged to the called party if a non-Government

number, or charged to a personal telephone. Reimbursing the Government for unauthorized calls does not exempt violators from disciplinary action. Use of DoD command and control networks (DSN and Red Switch) is not authorized for personal calls. Examples of permissible types of personal calls includes:

- (1) checking on a family member.
- (2) Making or canceling personal appointments.
- (3) Checking on the status of home or automobile repairs.
- (4) Notifying the family of unforeseen Government overtime requirement or other changes in schedule.

5203. TELEPHONE DISCIPLINE

1. Various regulations cover the use of Government telephones and the penalties for fraud by wire, radio or television, or schemes to obtain free telephone service. Criminal penalties can also be levied on persons for destruction of communications equipment operated or controlled by the United States, or for willfully or maliciously obstructing or interfering with the Government communications system.

2. As taxpayers, it is in the best interest of all Government employees to reduce operational costs by using the telephones as little as possible while still accomplishing the mission. The cost of daily operations can be reduced by:

a. Eliminating excess telephones and equipment by following DoD criteria contained in paragraph 5202 herein.

b. Eliminating telephone abuse in the form of personal calls made from Government telephones.

c. Ensuring telephone move requests are mission essential to office functions and that the expense incurred (estimated at \$80) for moving a set is fully justified and in the best interest of the Government.

3. Third Party Calls. C&P Telephone Company billings for third party and collect calls from non-Government telephones charged to HQMC numbers have been on the rise. Many of these calls appear to have been made in violation of regulations, or were unnecessary. The following procedures will be followed to control third party calls:

a. Send requests for authority to make third party calls to the DirAR (ARD) and provide:

(1) The name and residential telephone number of the individual required to initiate calls when conducting official Government business.

(2) Justification for the third party calls.

(3) The destination (city/state), name and telephone number of the place(s) normally expected to be called when conducting official Government business.

b. The DirAR will approve or disapprove requests.

c. Where authorization has been granted, a log will be kept with the following information:

- (1) The Government telephone number calls are charged to.
- (2) The date calls were made.
- (3) The place and telephone number called from.
- (4) The place and telephone number called to.

d. Certifying officers will need this information to verify charges when bills are forwarded for certification.

e. Third party charges billed to HQMC where written authorization has not been granted, will be refused and rebilled to the originating telephone number.

4. Responsibilities

a. Supervisors and managers will:

(1) Ensure that all military and civilian personnel abide by the regulations.

(2) Identify all excess telephone stations and equipment and promptly request removal. (Submit requests to the DirAR (ARD).)

(3) Ensure all requests for telephone installations or relocations are essential to staff agency functions, fully justified, and in the best interest of the Government.

b. Staff agency Telecommunications Control Officers will:

(1) Review monthly call detail printouts of all local and long distance calls.

(2) verify that all calls were made for official business.

(3) Identify any unauthorized (personal or directory assistance) calls and the person(s) responsible, collect the costs of those calls from those responsible, and initiate appropriate disciplinary action.

(4) Forward the printout to the staff agency head for certification and return it to the DirAR (ARD). Staff agency heads may delegate responsibility for their certification to division directors or their executive assistants, as appropriate. Copies of the letters delegating the authority will be provided to the DirAR (ARD) for retention.

c. The DirAR (ARD) will:

(1) Review requests for installation, relocation, and removal of telephone stations and equipment, and if the justification supports the cost involved, forward the request to the DTS-W.

(2) Return staff agency telephone requests if the justification does not support the cost involved.

(3) periodically spot check the HQMC call detail printout and request justification for any unusual charges.

d. All personnel assigned to or working in HQMC will comply with these regulations and take positive steps to reduce the Headquarters Marine Corps telephone costs.

5204. FACSIMILE TRANSMISSION (FAX)

1. Facsimile transmission (fax) is a process where a document is fed into a device which digitizes the information and transmits it over telephone lines to a designated receiving machine that converts the digital transmission back to characters and prints it out on paper. It is referred to as a facsimile transmission because the output document is a replica of the original document. Facsimile transmission devices now provide rapid and reliable transmission of virtually any document over commercial telephone lines or the Defense Switched Network (DSN). Fax is rapidly becoming an accepted means of transmitting correspondence between geographically separated Marine Corps activities. Facsimile official correspondence requires the same control and accountability as all other types of official correspondence. Transmission of classified material is authorized only on secure facsimile equipment networks.

2. The DirAR (ARE) is responsible for the management and control of HQMC facsimile transmission (fax) equipment resources. The objectives of the HQMC fax management program are to determine the most efficient and economical means of supporting the fax equipment requirements of HQMC; to guard against unwarranted or indiscriminate fax equipment acquisition and use; and to reallocate or dispose of excess fax equipment, as appropriate. Staff agencies must use NAVMC HQ 333, "Requisition," to request new or replacement fax equipment. Each request must contain full justification and approval of the staff agency head.

3. Send requests for fax equipment to the DirAR (AREA) who will analyze your needs and determine fax equipment requirements. Analyses may vary in complexity and scope from evaluating the estimated monthly incoming and outgoing transmissions, to conducting a formal survey using more detailed data collection methods.

4. Transmission speeds of fax equipment vary according to four standard classification groups established by the Consultative Committee on International Telegraph and Telephone (CCITT). Analog scanning technology, CCITT Groups 1 & 2, are slow and are not used by the Marine Corps. Digitized transmitting technology, CCITT Groups 3 & 4, are much faster, more reliable, and are the Marine Corps accepted standard. Digital technology coupled with the decreasing cost of long distance telephone service make fax a viable alternative to U.S. Mail and Naval telecommunications.

5. Thermal paper fax transmissions should not be placed in or become an integral part of federal records. Make plain paper copies of all thermal paper facsimile documents that are expected to become part of your records or files.

6. Supervisors at all levels must exercise sound judgement when approving the types of documents being transmitted by fax to preclude excessive use of fax equipment and exorbitant telephone cost. Only use fax when the normal mode of document routing (mail, telex, email, or voice) is not acceptable. Use one of the following alternatives to faxing when practical:

a. Email.

b. U.S. Mail if delivery time of 3 to 5 days is acceptable, see paragraph 5307.

c. Naval Telecommunications (telex), routine precedence, if delivery time of next duty day is required.

d. Naval Telecommunications (telex), priority precedence if delivery time of 1 to 3 hours is required.

7. Custodian of Facsimile Transmission (Fax) Equipment. Each staff agency assigned fax equipment is responsible for custodial and management responsibilities. Foremost is the designation of an individual in close proximity to the fax equipment to serve as the key operator for the equipment. Staff agencies must provide the name, grade, office code, room number, and telephone number of the key operator and an alternate to the DirAR (AREA). The custodian is a necessary point of contact to ensure proper control and use of fax equipment and perform fax equipment requirements surveys. The duties of the key operator and alternate are (but not limited to):

a. Order, store, and monitor the specific items and quantity of consumable supplies needed to keep the fax equipment in operation.

b. Check the fax equipment at the start of each workday and ensure it is in proper working order.

c. Clean the fax equipment daily and as needed.

d. Be readily available to assist users in loading paper, clearing paper jams, and demonstrating the various features of the fax equipment.

e. Only use a fax transmission sheet when it contains additional comments, instructions or other information that is not obvious in the basic correspondence. Advise fax users to enter the office code, name, telephone number or other pertinent information about the recipient and sender on the first page of the document instead of using a cover sheet. This saves the telephone costs of transmitting an additional page.

f. If you have a firm requirement for a fax transmittal sheet, obtain a master Fax Transmittal Sheet from the DirAR (AREA) and ensure sufficient copies are available for fax users. If you have requirements that are not addressed in the master Fax Transmittal Sheet, you may design one for your specific use, but as a minimum it must contain:

(1) The date of transmission, the number of pages transmitted, an abbreviated subject of the document being transmitted and any comments/remarks deemed necessary.

(2) The identity of the sender to include their fax and telephone number.

(3) The identity of the recipient to include their fax and telephone number.

g. Prepare NAVMC HQ 333, "Requisition," in duplicate, to order consumable supplies, and to request equipment maintenance, repair, or service.

h. Maintain a copy of each NAVMC HQ 333 submitted for supplies or services. Immediately following each service visit, validate/sign the original copy of the repair voucher left by the service technician. Make/retain a copy of it and forward the original to the DirAR (ARDC) for payment of the invoice sent by the repair company. These files may be requested by the DirAR (ARE) periodically for evaluating the service record and maintenance history of the fax equipment.

i. Establish and maintain a record of the monthly volume of incoming and outgoing fax documents. Most fax equipment can provide a daily or monthly record of fax traffic. If your fax does not have this capability, a master Facsimile Transmission Log Sheet is available in AREA, room 1306. This data may be requested by the DirAR (ARE) periodically for use in evaluating the need for the existing fax equipment or a replacement.

8. HQMC Fax Configurations. Fax equipment acquired for HQMC use must comply with MIL-STD-188-161, interoperability and performance standards for digital facsimile equipment. These standards encompass two basic types: CCITT Group 3, which has a data speed of 9600 bps and transmission time of 15-20 seconds per page, is normally placed at locations where the current or anticipated fax volume is sufficient to economically justify its use. CCITT Group 4, Class 1, which has a data speed of 64 kbs and transmission time of 3-5 seconds per page, is only placed at locations where time criticality and volume of transmissions have been documented and archival quality of documents is required. Fax equipment locations are assigned one of three categories:

a. General Purpose Fax: Fax equipment that is strategically located within the Headquarters complex for the use of all staff agencies. No single staff agency has priority on fax equipment located in general purpose locations.

b. Special Purpose Fax: Fax equipment that is only authorized when and if the activity's operational requirements warrant. While the equipment in these locations is primarily dedicated to meeting the needs of the staff agency to whom the equipment is issued, staff agencies possessing special purpose fax equipment should allow personnel from neighboring HQMC offices, regardless of organizational entity, to use it if no serious disruption to normal operating procedures will result. A special purpose fax may be withdrawn if changes occur to the original requirement justifying its approval.

c. Restricted Access Fax: This category is assigned for security reasons to locations that are limited or controlled access areas. Access to this category of fax equipment is controlled by the staff agency where it is located. Under certain conditions, when determined by the DirAR, equipment located in restricted access locations may be used for supplemental support of special purpose and general purpose stations; e.g., unforeseen peak loads.

9. HQMC Fax Equipment Locations. HQMC fax equipment located in staff offices are normally designated as general purpose fax for maximum use of all Headquarters personnel. No staff agency has priority on a fax nor will they preempt or deny access to any authorized user. See paragraph 5204.7c, for exceptions. Plant account custodians may not change the fax equipment configuration or its location without prior approval of the DirAR (ARE). The location of authorized fax equipment, the custodian, the category and fax telephone number are listed on the HQMC LAN "Bulletin Board."

5205. TELEPHONE RECORDINGS. Recordings of telephone conversations must be justified by military necessity. Recordings will be made only with the prior consent of the party being recorded. All recording apparatus will be equipped to deliver the proper tone signal on the line during conversation and shall consist of a short high beep every 15 seconds.

5206. REDUCTION OF TELEPHONE AND MESSAGE TRAFFIC IN AN EMERGENCY. When an actual or simulated emergency arises, or is anticipated, it is necessary to reduce the volume of message and long distance telephone traffic sent over communications systems. The reduction is made by issuing an order to

"MINIMIZE." Regulations on the minimize system are contained in MCO P2000.5, Arlington Annex Communications Center Standing Operating procedures.

5207. TELEPHONE PRECEDENCE SYSTEM

1. General. A telephone precedence system, similar to the one in effect for written messages, has been set up to improve the ability of DoD telephone users in completing urgent calls. The precedence of a call is based entirely on the urgency of the information being exchanged.

2. Applicability. The precedence system applies to all voice communication facilities of the DoD.

3. Guidance

a. The precedence system can be a valuable aid in effecting rapid communication on urgent matters. Abuse of the system completely nullifies its usefulness to all telephone users.

b. The success of the system depends entirely on the conscientious application of the guidelines stated herein for the use of each precedence level.

4. Description of precedence Levels and Guidelines for Application

a. precedence Designator -- FLASH

(1) Numerical Category -- 1

(2) Transmission preemption -- Transmission preempt has precedence over calls of lower precedence. Preempts lower precedence calls to obtain a circuit. May be preempted by the use of the FLASH OVERRIDE capability available to:

(a) The president, Secretary of Defense, and Joint Chiefs of Staff;

(b) Commanders of the Unified and Specified Commands when declaring either Defense Condition One or Defense Emergency;

(c) CINCNORAD when declaring either Defense Condition One or Air Defense Emergency.

(3) Application -- FLASH precedence is reserved for alerts, warnings, or other emergency actions having immediate bearing on national, command, or area security (e.g., presidential use; announcement of an alert; opening of hostilities; land, air or sea catastrophes; intelligence reports on matters leading to enemy attack; potential or actual nuclear accident or incident; implementation of services unilateral emergency actions procedures, etc.).

b. Precedence Designator -- IMMEDIATE

(1) Numerical Category --2

(2) Transmission preemption -- Preempts lower precedence calls.

(3) Application -- IMMEDIATE precedence is reserved for vital communications:

(a) Having an immediate operational effect on tactical operations;

(b) Which directly concern safety or rescue operations;

(c) Which affect the intelligence community operational role (e.g., initial vital reports of damage due to enemy action; land, sea, or air reports which must be completed from vehicles in motion such as operational mission aircraft; intelligence reports on vital actions in progress; natural disaster or widespread damage; emergency weather reports having an immediate bearing on mission in progress; emergency use for circuit restoration; use by tactical command posts for passing immediate operational traffic, etc.).

c. Precedence Designator -- PRIORITY

(1) Numerical Category -- 3

(2) Transmission preemption -- preempts ROUTINE calls.

(3) Application -- PRIORITY precedence is used for calls needing prompt completion for national defense and security, the successful conduct of war, or to safeguard life or property; but do not require higher precedence (e.g., reports of priority land, sea, or air movement; administrative, intelligence, operational, or logistics activity calls needing priority action; calls that would have a serious impact on military, administrative, intelligence, operational, or logistics activities if handled in a ROUTINE call). Normally, PRIORITY will be the highest precedence which may be assigned to administrative matters for which speed of handling is of paramount importance.

d. Precedence Designator -- ROUTINE

(1) Numerical Category -- 4

(2) Transmission Preemption -- Handled sequentially as placed by calling parties.

(3) Application -- ROUTINE precedence is used for all official telephone communications not requiring assignment of a higher precedence. Most calls will be of ROUTINE precedence. ROUTINE precedence should be used by all users, even though the authority and the capability have been given to use a higher precedence.

CHAPTER 5

HEADQUARTERS SERVICES

SECTION 3: MAIL SERVICE

5300. OFFICIAL MAIL

1. Only official postal service is available at this Headquarters, to include registered, certified, insured, and express mail. The DirAR (ARAA) exercises administrative and technical control over mail policy matters and requests for information or any mail service problems should be directed to that office.

2. All official mail handled and processed by the DirAR (ARA) will follow the Department of Defense postal Manual, Volumes I and II (DoD 4525.6-M), MCO P5110.4, procedures set forth in this Manual, and applicable portions of postal publications and directives.

5301. LOCATION AND HOURS OF OPERATION

1. The Headquarters Mail and Files Section is located in rooms 1303 and 1305, ARLEX and is open from 0700 to 1630, Monday through Friday except holidays.

2. All official mail to be sent out must be delivered to room 1305 by 1530. All certified and registered official mail will be delivered to room 1303 by 1500. Routine mail delivered after 1530 will be posted the following workday. All offices will make every effort to get their mail to the Headquarters Mail and Files Section as early in the day as possible.

3. Depositing outgoing official mail in a U.S. postal Service (USPS) mail box or post office is prohibited.

5302. HEADQUARTERS MAIL AND FILES SECTION SERVICES

1. Mail addressed to the CMC, without an office code, will be opened and routed by the Headquarters Mail and Files Section.

2. Mail addressed directly to an individual or a staff agency with a complete address or office code, will not be opened prior to delivery. If the mail is classified, it is the responsibility of the individual or the staff agency to ensure that the document is entered into the classified material control system.

3. The correct mailing address and ZIP code for this Headquarters is (insert applicable staff agency code in parentheses):

Commandant of the Marine Corps ()
Headquarters, U.S. Marine Corps
2 Navy Annex
Washington, DC 20380-1775

5303. OUTGOING OFFICIAL MAIL

1. This Headquarters takes part in the Nationwide Improved Mail Service (NIMS) program, the principal features of which are:

a. The scheduling of mail so that it moves in an orderly manner throughout the day.

b. Continuing emphasis of "Mail Early in the Day."

c. The use of nine-digit ZIP codes (ZIP + 4) per MCO 5110.5.

2. Include ZIP code and ZIP plus 4 code numbers in the address on all outgoing envelopes. Return addresses on envelopes will include the organization code of the staff agency along with the HQMC 9-digit ZIP code.

3. Special mailing services (certified, registered, or express) will follow the instructions contained in MCO P5110.4.

4. Headquarters Mail and Files Section uses a direct command pouch mailing system. Mail going to major Marine Corps commands is placed in a pouch which, once sealed, is not opened until it reaches the designated command. This results in substantial savings in processing time and cost to the Marine Corps.

5. Official mail will be in an addressed envelope before delivery to the Headquarters Mail and Files Section.

6. If more than one piece of correspondence is being sent to the same individual or address, it should be combined into one sealed, addressed envelope.

7. MCO P5110.4 provides guidance on letter-size standards set up by the USPS. When possible, put official mail in standard-size envelopes for mailing.

8. Nonmailable Matter, Articles, and Substances. As provided below, any article, composition, or material which may kill or injure another, or injure the mail or other property, is nonmailable. Harmful matter includes, but is not limited to:

a. All kinds of poison or matter containing poison;

b. All poisonous animals, insects, reptiles, and all kinds of snakes;

c. All diseased germs or scabs;

d. Narcotics and other controlled substances as defined by Title 21, U.S.C. 801.

e. All explosives, flammable material, infernal machines, and mechanical, chemical, or other devices or compositions which may ignite or explode.

9. Official mail addressed to foreign countries must have a customs declaration form (PS Form 2976-A) or a parcel post customs declaration form (PS Form 2966-A) attached. These forms may be obtained from the DirAR (ARAA).

5306

5304. POSTAL COST MANAGEMENT PROGRAM

1. The use of SPECIAL DELIVERY and SPECIAL HANDLING services is prohibited for the transmission of official mail where costs for these services is borne by the Marine Corps.

2. PRIORITY MAIL is not authorized without specific permission of the DirAR (ARAA). Joint Uniform Military Pay System (JUMPS), Not operationally Ready Supply (NORS), and Anticipated Not operationally Ready Supply (ANORS) material, and material critical to aviation or maritime safety are exempt from this restriction.

3. FIRST CLASS MAIL will not be authorized for items weighing in excess of 11 oz. unless it is specifically authorized by the DirAR (ARAA).

4. FIRST CLASS or PRIORITY MAIL will not be used when mailing directives or periodicals. These items will be mailed THIRD CLASS or SPECIAL FOURTH CLASS BOOK RATE, as applicable, except when periodicals and directives are destined for geographical addresses outside CONUS such as FPO's, APO's, Hawaii, and Alaska.

5. CERTIFIED MAIL will be used following current postal directives. Authorization to use certified mail is granted in those instances where, in the judgment of the DirJADiv, proof of delivery or an attempt to deliver legal documents is required. Certified mail will not be used to merely obtain proof of mailing or receipt. If proof of mailing is needed, a Certificate of Mailing (PS Form 3817) may be obtained from the DirAR (ARAA). If proof of delivery is needed, a DD Form 1087 or OPNAV 5111/10 shall be used. Return receipts are not authorized for mail destined to a military or Government agency except for mail sent by the DirJADiv.

6. REGISTERED MAIL is authorized when mailing:

a. Material classified Secret and below.

b. Confidential material to an APO/FPO address or to a facility cleared for access to classified information under the Department of Defense Industrial Security Program.

c. High value items, especially negotiable items requiring accountability (i.e., narcotics, defense-sensitive items, weapons systems, etc.); or,

d. When required by law or as authorized by the DirAR (ARAA).

7. Do not use EXPRESS MAIL service except when authorized by the DirAR (ARAA). EXPRESS MAIL will never be used to mail material classified Top Secret or above.

5305. PREPARATION OF PACKAGES FOR MAILING. Shipping containers must be strong enough to protect their contents from the weight of other mail. The DirAR (ARAA), extension 41972/42516 will provide information about weight and size limits on official mail packages.

5306. SPECIAL MAIL AND CODING SERVICES

8. A signature is necessary for registered, certified, express, and insured mail. The head of each staff agency receiving official accountable mail shall

appoint in writing, agents authorized to receipt for this mail. Appointment letters can be obtained from the Registry Unit, room 1303.

2. Registered and certified incoming mail addressed to the CMC without a code/name and coming from a Defense contractor or another Federal agency will be delivered to the DirAR (ARAB).

a. Registered/certified mail with a code or a name will be delivered directly to that section and signed for by an authorized agent. If the enclosed mail is classified, it is the individual's responsibility to ensure the document is entered into the classified material control system.

b. Contract bids, offers, or proposals addressed to the CMC will not be opened. In cases where identification is needed, the registry clerk is authorized to open the package for that purpose. A NAVMC HQ 476 form will be prepared, in either case, and sent to the office concerned.

3. Headquarters staff agencies authorized to send registered mail will prepare a PS Form 3806, Registry Receipt, for each article sent. Activities needing a Return Receipt (PS Form 3811) will complete the form, including office code, and return it with each article to be registered.

4. Registered mail addressed to FPO's located in foreign countries may arrive slower than other air and first class mail because of the control necessary to ensure it remains in U.S. custody.

5. All registered, certified, express, and insured incoming mail shall be receipted for in the Registry Mail Unit, room 1303.

5307. ESTIMATE OF TRANSIT TIME. Average mail transit time is given below for planning purposes. Correct addresses, as listed in OPNAVINST 5112.6, Department of the Navy (DON) postal Instructions, and ZIP codes must be used.

<u>ROM HQMC TO</u>	<u>FIRST CLASS</u>	<u>FOURTH CLASS</u>
Eastern Cities	1 - 2 Days	4 - 5 Days
Midwest Cities	2 - 3 Days	4 - 7 Days
Western Cities	3 - 4 Days	7 - 8 Days
Hawaii	- 6 Days	10 - 12 Days
Japan (Yokohama)	5 - 6 Days	20 - 27 Days
Okinawa (Camp Butler)	7 - 11 Days	28 - 35 Days
Italy (Rome)	6 - 7 Days	35 - 40 Days

5308. GUARD MAIL

6. A U.S. Government Messenger Envelope (SF65) is recommended for use in routing all inter-HQMC mail to save time and prevent loss.

7. Mail addressed to Navy commands within the National Capital Region (NCR) will also be handled by guard mail. All other agency mail; i.e., State Department, Labor Department, White House, must go through the USPS via the DirAR (ARAA)

8. Classified mail will not be sent through the guard mail system, nor will an SF65 be used for classified material, regardless of the means it is sent. Instructions for sending classified material within the Washington metropolitan area are in MCO P5510.1, HQMC INSECMAN.

5309. MAIL SCHEDULE

1. The Headquarters Mail and Files Section receives mail from the main city post office twice daily. Mail is dispatched from the Headquarters Mail and Files Section at 1100 and 1545 daily.
2. The Headquarters Mail and Files Section dispatches runners to HQMC staff agencies located in the ARLEX two times daily for delivery and pickup of mail. Two delivery and pickup trips are made daily to Headquarters activities located in the Clarendon square Building. One run daily is made to the Henderson Hall mailroom, the Historical Center at the Washington Navy Yard, and to the Pentagon. See figure 5-3 for schedule of mail pickup and delivery.

5310. PERSONAL MAIL

1. The DirAR (ARAA) processes official mail only.
 2. Personal mail received for personnel who are due to report to this Headquarters or who are currently attached is handled by the Henderson Hall Post Office.
 3. A civilian branch of the Washington, DC, Post Office is located in room G-702, ARLEX. Hours of operation are 0800-1630, Monday through Friday. A personal mail depository box is located in the lobby of the Marine Corps entrance to the ARLEX. Don't send personal mail through the DirAR (ARM), or use a Headquarters office as a permanent personal mailing address. Personnel in the process of transfer to HQMC, can use their office address for personal mail delivery only until a residential address has been established. (professionally related mail may continue to be received at a work section address.)
5311. POSTAL CLAIMS AND INQUIRIES SERVICE. The DirAR (ARM) offers claim and inquiry service for damaged, lost, or rifled incoming and outgoing accountable mail as well as ordinary official mail.

5312. EMERGENCY DESTRUCTION OF MAIL AND EQUIPMENT

1. The following priorities are set up for the destruction of mail and postal equipment if necessary:
 - a. Official registered mail.
 - b. Other accountable mail (certified and insured).
 - c. All remaining mail.
 - d. Postage meters and scales.
 - e. All other records, equipment¹ mail sacks, and furniture.

2. The destruction of mail and postal equipment must be witnessed by two officers, when possible. If two officers are not available, witnesses should be one officer and one senior enlisted person. If the foregoing personnel are not available, two enlisted personnel or two other available personnel should be used as witnesses.

a. Registered, certified, and insured mail should be recorded by number, office of origin, originator, addressee, and description of contents.

b. Other postal equipment shall be identified by description and quantity destroyed.

5313. COURIER SERVICE BETWEEN HQMC AND MCCDC, QUANTICO

1. An unclassified courier service between HQMC and MCCDC is available daily, Monday through Friday, except holidays. The HQMC courier leaves the Arlington Annex at 0900 and 1300 with guard mail and USPS mail. The courier delivers mail to buildings 2008 and 2019 at MCCDC. All MCCDC guard mail bags identified for HQMC (MMSB) will be delivered to building 2008. All other guard mail destined for MCCDC will be delivered to the MCCDC Adjutant Section at Lejeune Hall, building 2019 for distribution. Also, twice daily the MCCDC shuttle driver picks up mail from the HQMC mailroom for delivery to MCCDC.

2. Mail originating from MCCDC is returned by the HQMC courier twice a day and by the MCCDC shuttle bus driver twice daily.

3. All guard mail will be properly bagged and tagged with appropriate destination codes. Guard mail tagged with improper codes, which cannot be delivered, will be returned to the originator.

4. Urgent Mail/Hand-Delivery Guard Mail. Hand-delivery guard mail may be carried by shuttle drivers. See paragraph 5701 for schedule.

a. The scheduled shuttles may be used for urgent mail if arrangements are made between the sender and receiver in advance. To use the shuttle for urgent mail, the sender must mark the package with the name, code, building, and room number of the receiver, place the package on the shuttle, and advise the receiver of the shuttle's departure time and scheduled arrival time. The receiver will be responsible for meeting the shuttle to pick up the package. A box will be provided on the shuttle to accommodate the urgent mail.

b. Hand-delivery packages originating at MCCDC will be delivered to the MCCDC Adjutant Section for delivery to the MMSB Customer Service Office, room 4012, Navy Annex, for distribution. Hand-delivery packages destined for MCCDC, Quantico will be delivered to the MMSB Customer Service Office, room 4012, Navy Annex for delivery to the MCCDC Adjutant Section at Lejeune Hall. All hand carry items will contain the receiver's name, office code, building, room number, and telephone number. The MMSB Customer Service Office or MCCDC Adjutant Section will notify the respective receiver, via telephone, that a hand carry item has arrived. It is the receiver's responsibility to pick up the item.

c. Specific instructions will be provided to shuttle drivers assigned to support this service by CG MCCDC and CO HQBn, Henderson Hall, respectively.

d. Hand-delivery packages originating from HQMC (M&RA) units at MCCDC will be placed on the shuttle at Buildings 3044 or 2008 by the M&RA mail personnel. phone notification will then be made to the M&RA Customer Service

Office. The M&RA Liaison Office will meet the shuttle and make appropriate distribution.

e. Hand-delivery packages destined for HQMC (M&RA) units at MCCDC Quantico will be delivered to the M&RA Customer service Office, room 4012, Navy Annex for delivery to the next shuttle driver. The shuttle driver will be met at buildings 3004 or 2008, as appropriate by the receiver. M&RA points of contact can be reached at the following phone numbers:

<u>Office Code</u>	<u>Phone</u>
MMSB - Bldg 2008	(703) 640-3950/DSN 278-3950
MMSB-40 - Bldg 2008	(703) 640-3982/DSN 278-3982
MW - Bldg 3044	(703) 640-3829/DSN 278-3829
M&RA Customer Service Office, Room 4012, Navy Annex	(703) 614-3470/D5N 224-3470

5. M&RA Liaison Office. The M&RA Liaison Office is staffed by HQMC (MMSB) and is located in room 4012, Navy Annex, extension 43470. This office operates from 0700-1630 and is responsible for pickup and delivery of guard mail, master brief sheets (MBS), official military personnel files (OMPF), and daily correspondence between HQMC (M&RA) and HQMC (N&RA) units located at MCCDC Quantico.

6. Classified Delivery Service. Classified material delivery is provided via courier by the MCCDC Adjutant section. The courier hand delivers classified material to the classified material control centers (CMCC) at HQMC (ARAB), room 2107, and MCCDC. under no circumstances will classified material be given to a shuttle driver for delivery.

7. All guard mail addressed to OrgaazitionsI individuals at MCCDC, Quantico will be delivered to the Headquarters Mail and Files Section, room 1311, before 0830 on days of service for same day delivery.

5314. SHIPMENT OF MATERIAL FROM HQMC

1. The Traffic Management Officer (TMO), HQBn, HQMC, is responsible for coordinating shipments by all methods other than the USPS originating from HQMC. Headquarters staff agencies requiring these shipping services, must forward a request for shipment to TMO via the DirAR (ARD).

2. Staff agencies may request shipment (routine, overnight, or express overnight), using the format shown in figure 5-4. Requests for 24-hour or next day delivery must be received at TMO before 1000 on the day before the material is needed at the destination. These requests must be signed by the branch head.

5315. PICKUP OF CORRESPONDENCE FROM THE OFFICE OF THE DIRECTOR, MARINE CORPS STAFF

1. The distribution boxes located in the administrative office of the DMCS, room 2106 are for use only of the offices of the CMC, ACMC, and DMCS to distribute correspondence to staff agencies. Use by other staff agencies is not authorized unless approved by the DMCS.

2. Staff agencies are required to check their box at least four times daily.

3. The adanistrative office to the DMCS will contact staff agencies to pickup urgent correspondence placed in their box.

HQMC RECEIVED AND DISPATCHED MAIL

<u>Mail Rec'd & Dispatched BY ARAA</u>	<u>Mail Runs to Activities in Arlington Annex</u>	<u>Nail Runs to Historical Cen and CSB</u>	<u>Mail Runs to Pentagon/HH/ CSB</u>
<u>Received</u>	<u>Floor</u>	<u>Time</u>	<u>Time</u>
0700	1 - 4	0845	
	2 - 3	0915	0930
1100			
<u>Dispatched</u>			
	1 - 4	1300	
	2 - 3	1345	1330
1110			
1545			

Figure 5-3.--Mail Schedule.

4600
(Code)
(Date)

MEMORANDUM

From: (Staff Agency Code)
To: Traffic Management Officer, Headquarters Battalion,
Headquarters, U.S. Marine Corps, Henderson Hall
Via: Director of Administration and Resource Management (ARD)

Subj: REQUEST FOR SHIPMENT

1. It is requested that the following material be shipped as specified:

(COMPLETE DESCRIPTION OF MATERIAL AND METHOD OF SHIPMENT)

2. Pickup from: (if required)
3. Ship to: (complete address including building #, room #,
city, state, and ZIP code)
4. Point of contact at origin: (name/DSN or commercial
number)
5. Point of contact at destination: (name/DSN or commercial
number)
6. Request delivery at destination by:
7. Justification: (provide complete justification for shipment)
8. (Indicate whether shipped material is fragile or otherwise requires
special handling or marking).

(Branch Head Signature)

DATE DELIVERED: _____
TIME DELIVERED: _____
DELIVERED BY: _____
RECEIVED AT TMO BY: _____

Figure 5-4. --Request for Shipment.

CHAPTER 5

HEADQUARTERS SERVICES

SECTION 4: FILES

5400. CENTRAL AND DECENTRALIZED FILES

1. Headquarters Marine Corps has a combined system of centralized and decentralized filing for official correspondence. Because of the different subjects with which the Marine Corps is concerned and the number of individual offices of record within the Headquarters, it is more effective and efficient to maintain decentralized files.

2. Decentralized files are physically located within the staff agency and may be of permanent or temporary value. They are maintained under the technical cognizance of the Administrative Programs and Central Files Section, DirAR (ARAE).

3. The DirAR (ARAE) maintains within the Headquarters Mail and Files Section material that documents Headquarters policy, programs, and organization administration considered to be of permanent value, and used jointly by several staff agencies.

3. The DirAR (ARAE) reviews and sanctions requests for the establishment of decentralized files within a staff agency; and takes inventory of all files equipment namely: file cabinets, TIMES 2 cabinets (revolving) and bookcases to include written descriptions of the equipment contents. File inspections (official correspondence and equipment) are conducted biennially.

5401. FILES MANAGEMENT TERMS

CTIVE FILES -- Files required by an office for conducting business.

RBITRARY SUBDIVISION -- A Standard Subject Identification Code (SSIC) breakdown for use within a file station, always preceded by a virgule (/) to distinguish it from the basic SSIC.

ACKING SHEET -- A sheet attached to material on loan, bearing the return identification of the files from which borrowed.

CENTRALIZED FILES -- The official files of HQMC physically located in one place.

CHARGE-OUT CARD -- A card inserted in the file in place of loaned material, showing the description of the material, date charged, and person to whom the material was charged.

CLASSIFYING -- writing file designations in upper right corner to identify papers to be filed.

CONTINUITY FILING -- Consolidating related papers by combining records of earlier dates in date sequence with more recent records.

CROSS-REFERENCE -- A form or extra copy filed under an additional subject to indicate where the basic papers can be located.

CUTOFF -- A designated time that material of a later date is not added to a file series. This cutoff of a file series, usually established on a calendar or fiscal year basis (except in case of project files), facilitates the transfer and disposal of correspondence files.

DECENTRALIZED FILES -- Official correspondence files maintained by authorized file stations.

DISPOSITION -- Destruction or transfer of correspondence files to the records center for permanent retirement or eventual destruction when eligible.

ELIGIBLE FOR RETIREMENT OR DESTRUCTION -- Files having met a specified requirement for destruction, or those no longer needed in the active files of an office and are eligible for transfer.

FOLDER CLOSEOUT -- To discontinue filing material in a folder after it has reached its capacity or at the end of a specified period of time or event.

FOLLOWUP -- A review of charge-out cards followed by inquiry on the return of overdue, loaned-out material.

INACTIVE FILES -- Files referred occasionally in the conduct of business.

NONRECORD MATERIAL -- Transitory material serving no documentary or record purpose, that can be destroyed without filing; working papers, routing sheets, and notes having no significance after preparation of the record copy.

OFFICIAL FILE COPIES -- Documents or papers that constitute the record copies of an organization.

OFFICIAL FILE STATION -- A physical location within a staff agency, specifically designated to maintain and service the official correspondence files.

PERMANENT RETENTION -- permanent preservation of files through a scheduled retirement to the Washington National Records Center via the DirAR (ARAE).

PERMAENT VALUE -- Papers worthy of permanent preservation.

PROJECT OR PACKET FILES -- Papers on a specific action, transaction, organization, location, or thing.

RECORD MATERIAL -- Documentary material created or received by an agency, preserved as evidence of the organization, programs, policies, procedures, and operations of the agency for reference value.

RETIREMENT -- The systematic disposition of inactive files through transfer to a records center.

STANDARD FILE FOLDER -- A file folder selected to meet specific requirements and authorized for use within an organization.

SUBJECT FILE FOLDER LISTING -- A listing of files by folder, maintained at a file station, arranged in the same subject numerical order as the file identification guide.

SUBJECT IDENTIFICATION -- Process of determining subject matter and category through analyzing and grouping file material under appropriate file subjects.

5402. DESKTOP REFERENCE MATERIAL. Listed below are references needed in maintaining and operating a file station, and are to be readily available to files personnel.

1. SECNAVINST 5210.11, Department of the Navy Standard Subject Identification Codes.
2. MCO 5210.11, Records Management Program for the Marine Corps.
3. Headquarters Marine Corps Administrative Manual.
4. SECNAVINST 5212.5, Navy and Marine Corps Records Disposition Manual.

5403. STANDARD EQUIPMENT, SUPPLIES, AND FORMS

1. Cabinets and file folders have been standardized for use in unclassified correspondence files. The five-drawer, letter-size filing cabinet, the times two filing system and the standard file folder, as described in MCO 5210.11, are prescribed for use at this Headquarters. Deviations are not authorized unless approved by the DirAR.

2. In addition to the equipment normally furnished an office for files maintenance, the following items will be needed:

- a. Subject identification labels
- b. Rubber stamps for opening and closing out folders
- c. Folder labels (paste-on, fanfold, used to indicate retention standards. Refer to MCO 5210.11.

d. Forms:

- (1) DD 334, Cross-Reference Sheet
- (2) NAVMC 363 (5211), Charge-out Card (Figure 5-5)
- (3) Backing Sheet (Optional) (Figure 5-6)

5404. UNCLASSIFIED FILES MAINTENANCE. The DirAR (ARAE) has technical control and cognizance of the maintenance and servicing of the unclassified official correspondence files of the Headquarters and will assist staff agencies by providing staff guidance and personnel training in establishing, maintaining, and retiring decentralized official record material. The official unclassified files of this Headquarters will be maintained per SECNAVINST 5210.11, MCO 5210.11, SECNAVINST 5212.5, and as prescribed below:

1. Standard Subject Identification Codes (SSIC's). SECNAVINST 5210.11 lists and prescribes the use of 13 major subject groups of numerical series for classifying and filing correspondence and related records. All HQMC official files will be identified by an appropriate SSIC. Use exact titles for a specific SSIC where possible, but if an arbitrary title is used, the SSIC must be followed by a virgule (/), followed by an arabic number, followed by the arbitrary title. (See also MCO 5210.11.)

2. Files Outline. A files outline containing files contents and retention data will be prepared per MCO 5210.11 and will be maintained in an accessible place for the convenience of all users of the files.

3. Official File COPY

a. Prepare a yellow manifold (tissue) copy as the official file copy, or identify a photocopy as the "official file copy" at the bottom of the correspondence. The official file copy must bear the date and the name (and title, or "by direction") of the official signing the correspondence.

b. The official file copy, with related material warranting permanent retention, will be sent to the DirAR (ARAE), or filed in the permanent files of the decentralized file, as appropriate. Official file copies of material not of permanent value will be filed in the temporary files of the originating office.

4. Files Categories

a. Material received in a staff agency decentralized file station will fall into the following categories:

(1) Permanent value

(2) Temporary value

(3) Nonrecord material

Identifying records of permanent value from those of temporary value is necessary to ensure orderly disposition when, or if, they are no longer needed.

b. Correspondence files of permanent value are a small portion of the accumulated files of an office. They reflect the organization, mission, and administrative history of the agency. They include documents establishing Marine Corps policy, procedures, and programs, and are preserved for evidential, legal, historical, and research value.

c. The individual responsible for releasing the papers for file determines if the material is of a permanent value and is responsible for ensuring it is forwarded to the DirAR (ARAE).

d. The official record copy of all Marine Corps and Headquarters directives, to include changes and related material, and all staff studies, board reports, and material affecting the history, development, and staff functions of the Marine Corps, will be forwarded to the DirAR (ARAE) when action is completed. The original, or record copy, of these directives will not be retained in a decentralized file.

5. Filing Procedures. Material received for filing will be reviewed to determine its value and completeness. Nonrecord material will not be filed in the official files. (See MCO 5210.11.) Filing material is the official file copy of outgoing correspondence, correspondence addressed to the Headquarters, and other record material originated or received within the Headquarters.

a. If a routing sheet is attached, ensure routing has been completed.

b. Remove extraneous papers and copies. This includes the routing and cover sheet, unless it contains record information of value to the file package.

c. Ensure that the material has been released for filing. The word "FILE" and the initials of the person releasing the material will be noted at the lower right corner of the material. Incoming correspondence not requiring a written reply is marked "FILE" and initialed to indicate it has been reviewed before filing.

d. Incoming correspondence and the official file copy of the reply, along with applicable references and enclosures, are stapled together and filed under the date of the reply. If the incoming correspondence is held pending further action, annotate the official file copy accordingly before filing. Annotate all action on the official file copy before releasing it for file.

e. Prepare the material for file by removing all paper clips and staple securely at the upper left corner.

f. File material in file folders loosely. File fasteners are not authorized.

g. Correspondence files of temporary value are papers filed within the decentralized files that become eligible for destruction after a specified period of time or event. They are routine and operational in nature. These papers are not forwarded to the DirAR (ARAE), but in some cases they may be retired to the Washington National Records Center, Suitland, Maryland, by the cognizant office for further retention. (See paragraph 5405.)

h. Not all correspondence and papers received within a file station should be placed in the files. Papers that are worthless as records or lose their value after action has been taken are nonrecord material. This material will not be given a subject identification for placement in the files, and will be destroyed when they have served their purpose. SECNAVINST 5212.5, Navy and Marine Corps Records Disposition Manual should be consulted for the definition of nonrecord material as well as typical examples of such material.

. Document Charge-Out procedures

a. Any document removed from the file will be charged out to the requestor. This prevents misplacement of the document(s) and keeps file operators informed as to the location of file material loaned out.

b. When a document is removed from a folder it will be fastened to a backing sheet. A charge-out card is inserted in the file where the document was removed. When an entire folder is charged out, the contents are secured within the folder by metal fasteners before release to the requestor, and NAVMC 363, Charge-Out Card, is substituted in its place.

c. Periodic followup will ensure prompt return of material to the files. When a document is returned, remove the backing sheet, file the material in its proper place in the file, and remove the charge-out card, crossing out the charge-out information.

7. Cross Referencing. When appropriate, ensure subjects are cross referenced as prescribed by MCO 5210.11.

8. File Drawers. Maintain file drawers as prescribed by MCO 5210.11.

5405. RECORDS DISPOSITION. The official records of the Headquarters will be disposed of as prescribed by MCO 5210.11, SECNAVINST 5212.5, and as discussed below:

1. Retirement

a. All unclassified records having permanent value will be maintained in the originator's space, then forwarded to the DirAR (ARAE), 1 week prior to retiring the records to the Washington National Records Center (WNRC) per SECNAVINST 5212.5. The DirAR (ARAE) provides a research service on these files on request.

b. Records of temporary value that have reached an inactive status are destroyed or retired per SECNAVINST 5212.5.

c. The transfer of records to the WNRC will be coordinated through the DirAR (ARAE).

(1) Staff agencies will segregate and pack their records by the proper Standard Subject Identification Code (SSIC).

(2) Staff agencies will submit an SF 135 for each SSIC prior to sending records to WNRC.

(3) The DirAR (ARAE) will review the SF 135 for correctness and forward to WNRC for approval.

(4) When notified of WNRC approval, the staff agency will arrange through the DirAR (ARAE) for the transfer of records to WNRC.

2. Retention of Files Eligible for Retirement. When it is not feasible to retire certain documents held in decentralized files within the prescribed period, the DirAR (ARAE) will be notified by furnishing the folder subject identification listings of the material withheld, the volume, and the estimated date of release for retirement.

5406. CLASSIFIED FILES. Information pertaining to classified files is contained in MCO P5510.18, HQINSECMAN.

HQADMINMAN

THIS DOCUMENT IS A PERMANENT RECORD
DO NOT SEPARATE OR ALTER IN ANY MANNER

RETURN PROMPTLY TO CENTRAL FILES SECTION (ARAE) EXT. 43076

THIS DOCUMENT IS A PERMANENT RECORD
DO NOT SEPARATE OR ALTER IN ANY MANNER

RETURN PROMPTLY TO CENTRAL FILES SECTION (ARAE) EXT. 43076

Figure 5-6.--Backing Sheet.

5-53

CHAPTER 5

HEADQUARTERS SERVICES

SECTION 5: PRINTING, DUPLICATING, AND COPYMAKING

5500. GENERAL

1. Reproduction services and facilities are available to HQMC staff agencies through the DirAR (AREA). Reproduction of a document is accomplished by printing, duplicating, or copymaking.
2. Policies governing classified material reproduction are in MCO P5510.18.
3. For purposes of this section, a "unit" is defined as a single sheet of paper, 8 1/2" x 11", printed one side in black ink.

5501. PRINTING

1. Printing services at HQMC are available through the DirAR (AREA). Printing is defined as the processes of composition, platemaking, presswork, binding, and microform. Microform applies to any product, produced in miniaturized image format (such as microfiche or microfilm), for mass or general distribution and as a substitute for conventionally printed material. Replication requests that involve process color, specialty forms, or having aggregate total units exceeding 25,000 are examples of printing.
2. Requests for printing services will be directed to the DirAR (AREA) on a DD Form 844, Requisition for Local Duplicating Service. Staff agencies having a large or unusual requirement should contact the DirAR (AREA) as soon as possible to aid in budgeting and planning.
3. Printing (as distinguished from duplicating and copying) is produced outside the Marine Corps and paid for at established rates for labor and materials. Priority printing requests normally require payment of overtime charges for labor. Staff agencies must plan to avoid expensive priority printing. Any request for priority printing must be fully justified and contain the approval of the staff agency head.
4. The DirAR (AREA) is the liaison between the Marine Corps and the Defense Printing Service and other Government agencies, bureaus, and offices concerning printing matters and equipment. Any questions concerning printing matters will be addressed to the DirAR (AREA).

5502. DUPLICATING/COPYING

1. The term "duplicating/copying" is defined as units produced by use of duplicating equipment employing the lithographic process, and automatic copy-processing or copier-duplicating machines employing electrostatic, thermal, or other copying processes. This work is one color, not to exceed 5,000 units of one page, and 25,000 units aggregate of multiple pages, requiring simple binding and finishing such as three-hole punch and stapling.
2. Full color copying is available for official business of Headquarters Marine Corps staff agencies. The color copier produces facsimiles of page-size documents in full-color reproduction. Due to the excessive cost involved

in full-color copying, this service is limited to 80 copies of one page, and 400 units aggregate of multiple pages. Any requirement over these limits will be fully funded by the requestor.

3. Requests for printed memorandum pads will be reviewed by the DirAR (AREA) for legality and necessity. Printed memorandum pads in general are not essential for conducting official business of Headquarters Marine Corps activities. To ensure fiscal responsibility and the proper expenditure of Government funds, the following guidelines apply: all approved pads will contain 100 sheets of standard white offset paper, 5-1/2' X 8-1/2", printed in one color. Memorandum pads will contain the appropriate division name/title in black ink, or a General Officers' flag in red ink; they will not contain an individual's name. Memorandum pads with no printing are available in the Reprographics Center (AREA), room 1313.

4. Requests for duplicating/copying services will be submitted on a DD Form 844 to the DirAR (AREA). All requests are processed on a first-come-first served basis unless otherwise negotiated with the DirAR (AREA).

5503. DEADLINES. Lead times must be carefully considered and originators must seek to establish realistic deadlines for printing and duplicating requests. The DirAR (AREA) will assist in developing realistic lead times and delivery dates.

5504. DISTRIBUTION RESPONSIBILITY

1. Initial Distribution. Sponsors will develop mailing lists for the initial distribution of basic publications. Mailing lists are to identify the Individual Activity Codes (IAC's) of activities and organizations that should receive the publications along with the quantity each should receive. (Sponsors should include their own IAC on the mailing list.) For assistance, sponsors may refer to the List of Marine Corps Activities on the HQMC LAN Bulletin Board. This list includes the addresses of all activities and organizations assigned an IAC in the Marine Corps Publications Distribution System (MCPDS). For technical assistance and additional information, contact the DirAR (AREB), room 1306.

2. External Distribution. Sponsors may occasionally need to include in an initial distribution an organization that is not in MCPDS; i.e., not assigned an IAC. In this instance, the sponsor will select one of the following options:

a. provide mailing labels that include copy quantity for each non-MCPDS addressee, or

b. If the sponsor anticipates the non-MCPDS addressee will require changes and revisions to the publication, the sponsor will add the requirements to the sponsor's distribution requirement, and upon receipt, effect distribution to the non-MCPDS addressee.

3. Distribution of Classified Publications. Distribution of classified publications will be coordinated with the DirAR (ABA) and (ARE). Also, see MCO P5510.18.

5505. HQMC COPIER MANAGEMENT PROGRAM

1. The DirAR (ARE) is responsible for the management and control of all HQMC copymaking resources. The objectives of the HQMC copier management program are to determine the most efficient and economical means of supporting the copymaking requirements of HQMC; to guard against unwarranted or otherwise indiscriminate copier acquisition; and to reallocate or dispose of excess copiers, when appropriate. Staff agencies must use NAVMC HQ 333, "Requisition," to request a new or replacement copier. Each request must contain full justification and be approved by the staff agency head.
2. The DirAR (ARE) uses exact management procedures, research techniques and analysis when determining copymaking requirements. These techniques vary in complexity and scope from evaluating the monthly volume and service history of a copier, to conducting a formal survey using detailed data collection methods to obtain organizational and geographical copymaking requirements.
3. HQMC copiers are located in or near offices in a pattern designed for maximum use through open access where possible. No staff agency has priority on a copier nor will access to a copier be preempted by or denied to any authorized user.
4. Copiers at HQMC are for official use only. Making copies for personal use is strictly prohibited. Supervisors at all levels must maintain vigilance to prevent copier abuse and to minimize unauthorized use.
5. Copying Guidelines. Copying is the process of reproducing an existing document (also referred to as an original) on an office copier. Most of the office copiers at Headquarters, Marine Corps are mid-range copiers. A mid-range copier is an office copier that produces copies at 31-70 copies-per-minute. Normal copying on a mid-range copier is restricted to not more than 25 copies per original or 250 total copies; i.e., 10 copies of 25 originals = 250 impressions. If you exceed this quantity, the heat generated may cause damage to your copier or reduce its effectiveness. There are no restrictions placed on large volume duplicators.
 - a. In special circumstances, and when approved by the key operator, short run duplicating (i.e., reproduction of 26 to 50 copies of an original) may also be accomplished on a mid-range copier. Use DD Form 844 to submit copying requirements in excess of 250 total impressions to the Reprographics Center in room 1313. Follow the guidelines listed below to achieve the greatest economy and efficiency of your copier.
 - (1) Do not copy personal documents.
 - (2) Accept any copy which is legible.
 - (3) Batch copy jobs to reduce the time spent in traveling between your workplace and the copier.
 - (4) Do not copy material such as blank forms, directives, etc., which are readily available from other sources; i.e., the Local Area Network (LAN).
 - (5) Seek the assistance of the designated key operator to demonstrate special feature options, correct copier malfunctions or clear difficult jams.
 - (6) Make and distribute information copies only on a genuine need-to-know basis. Use electronic mail whenever possible.

(7) Do not make extra copies on a 1'just in case" basis when no apparent need exists. Maintain a copy in your data base to satisfy these requirements.

(8) Avoid making "alibi" copies for protection or as proof of action or responsibility.

(9) Do not make necessary or "temporary" file copies. Remember to use your data base.

b. Copy classified documents only on those office copiers that have been approved for the reproduction of classified material by the Classified Material Control Section (ARAB). These copiers can be readily identified by the highly visible placard that is installed on the copier. Copier users must also take the following precautions when copying classified documents:

(1) Comply with the provisions of MCO P5510.18, "Headquarters, U.S. Marine Corps standing Operating procedure for the Information and Personnel Security Program.

(2) Always check the platen glass to ensure you do not leave documents in the automatic document feeder or under the platen cover of copiers.

(3) Ensure the copier has delivered the number of copies requested. Clear the copier's features when the job is complete.

(4) Ensure mutilated copies do not remain in the copier.

(5) Always run one sheet of paper through the copier with nothing on the platen glass to clear any classified image that may have been retained on the drum.

(6) If a jam occurs, stay with the copier until the jam is totally cleared or necessary service is obtained. Always ensure all pieces of the copy causing the jam is accounted for.

c. Use one of the following alternatives to copying when practical:

(1) Obtain additional copies of required material from the originator.

(2) Distribute "electronic" copies rather than paper copies by using the capabilities of E-Mail on the HQMC LAN.

(3) Review the distribution of reports or other sponsored documents to determine if requirements should be changed.

(4) Use sequential, if time permits, versus concurrent routing when distributing information or requesting coordination.

(5) Always print sufficient copies of material involving broad distribution to accommodate both immediate and future requirements.

6. Guidelines for Custodians of Copiers. Each staff agency assigned a copier is responsible for custodial care. First and foremost is to designate an individual in close proximity to the copier to serve as the key operator for the equipment. Provide the current name, grade, office code, room number, and telephone number of the key operator and an alternate to the HQMC Copier Manager (AREA) USER ID GISEA1. These points of contacts are necessary for the

proper control and use of the copier; the conduct of internal management control reviews, and copier requirements surveys. The duties of the key operator and alternate are (but not limited to):

- a. Order, store, and monitor the specific items and quantity of consumable supplies needed to keep the copier in operation.
- b. Check the copier at the start of each workday and ensure it is in proper working order and clean the platen and platen cover as needed.
- d. Be readily available to assist users in loading paper, clearing paper jams, and demonstrating the various features of the copier.
- e. Prepare NAVMC HQ 333, "Requisition," in duplicate, to order consumable supplies. Maintain one copy in your files.
- f. Call the designated maintenance contractor when the copier needs repair or service. (The Key Operator must verify the existence of a maintenance contract with HQMC Copier Manager (AREA), ext 42580, USER ID GISEA1, on/or before 1 Oct of each year.) Do not call for service on a copier without verification of a valid maintenance contract. Service call hours are from 0800-1600, Monday through Friday. Individuals who request service outside these hours are making an unobligated contract and may be required to pay for the services. Authorization for major repairs or drum replacement must be cleared by the HQMC Copier Manager prior to starting the work. Immediately following each service visit you must validate completion of the work by signing the original copy of the repair voucher left by the service technician. Make and retain a copy of the voucher for your files. Attach the original repair voucher to the NAVMC HQ 820 "Service Call Log Sheet" and forward to AREA at the end of each quarter for validation of the invoice sent by the repair company.
- g. Make the required entries on the NAVMC HQ 820, Service Call Log, each time you place a service call. Ensure you record the time and date the call was made; total copies on the copier's metering device; a brief description of the problem and the contractor's response time and date. Maintain this record on a quarterly basis. Not later than 5 workdays following the end of each quarter make a copy of that quarter's complete log for your file and send the original and all repair vouchers to AREA-1, room 1306. This information will be used to update each copier's maintenance history data base. Retain the complete years service call log in your records for one additional year following the close out date; see SECNAVINST P5212.5. This log provides AR with a means of validating the contractor's compliance with the service contract and maintaining a complete maintenance history of each copier.

7. HQMC Copy Station Configurations. HQMC copiers are two basic types: High volume copier - placed in locations where a large number of copies are made; Mid volume copier - placed at locations where a specific need has been documented to economically justify its use. In addition, each copy station is assigned to one of three categories:

- a. General Purpose Stations: Stations that are strategically located throughout the Headquarters complex for the use of all Headquarters staff agencies. No single staff agency has priority on machines located in general purpose stations.
- b. Special Purpose Stations: Stations that are only authorized where and if requirements warrant. While equipment in these stations is primarily dedicated to meeting the needs of the staff agency to whom the equipment is

issued, staff agencies possessing special purpose copiers should allow personnel from neighboring HQMC offices, regardless of organizational entity, to make copies if no serious disruption to normal operating procedures will result. Special purpose copiers may be withdrawn if changes occur to the original requirements justifying their approval.

c. Restricted Access Stations: This category is assigned for security reasons as the stations are primarily located in limited or controlled access areas. Access to this category of copier is controlled by the staff agency where it is located. Under certain conditions, when determined by the DirAR, machines located in restricted access stations may be used for supplemental support of special purpose and general purpose stations; e.g., unforeseen peak loads.

8. HQMC Copy Station Locations. The location of each authorized copy station, custodian's office symbol, and copy station category is listed on the HQMC LAN "Bulletin Board." Responsible officials may not change the location or configuration of a copier without prior approval of the DirAR (ARE).

CHAPTER 5

HEADQUARTERS SERVICES

SECTION 6: CONFERENCE ROOMS

5600. CONFERENCE ROOMS

1. Anyone wishing to reserve a conference room must do so through the DirAR at (703) 614-1837/3359. Reservations may be made telephonically, if the room will be used for 3 consecutive days or less. Agencies needing to reserve a room for more than 3 consecutive days must request the reservation in writing. Staff agencies should reserve conference rooms as far in advance as possible.

2. Below are conference rooms available and their capacity.

<u>ROOM NUMBER</u>	<u>CAPACITY</u>
*2201 HQMC Theater	80
G501	25
G502	20
G503	25
G504	20
G507	25

Subject to preemption by CMC and ACMC.

3. Keys for conference rooms are located in room 1024 and must be signed for. Smoking, drinking, and eating are prohibited in the conference rooms. Users must clean up the rooms and return the furniture to its original arrangement before returning the keys.

5601. HEADQUARTERS MARINE CORPS THEATER AND COMMANDANT'S CONFERENCE ROOM

1. Anyone wishing to reserve the CMC Conference Room, capacity 40, must do so through the admin office of the DMCS, who is responsible for the management and maintenance of the room, at 41128/2828. This room can only be reserved for general officer or SES personnel. The DirAR is responsible for the management and maintenance of the HQMC Theater, room 2201. The rooms' primary purpose is to provide facilities for formal presentations, briefings, and forums for the CMC and ACMC. The rooms' secondary purpose is to provide for similar functions at the staff agency level. Staff agencies who reserve these rooms must be aware they could be preempted on short notice if the CMC or ACMC need to use the room.

2. There is no eating, drinking, or smoking permitted in these rooms. Users must clean up the rooms and return the furniture to its original arrangement before returning the keys. Audiovisual (A/V) requirements must be determined at time of reserving room. Changes will be excepted 24 hours prior. Due to limited audiovisual technicians, any request for A/V support after 24 hours cannot be guaranteed. Briefers are responsible for coordination with the A/V Section, ext. 41887 as to specific requirements. Due to security requirements the projection booth is OFF LIMITS TO ALL PERSONNEL except when properly escorted by A/V personnel.

3. When classified information is to be presented in room 2201 or 2206 it will be the responsibility of the staff agency using the room to adhere to all security regulations.

4. The following audiovisual equipment is available for use in these rooms:

Computer graphic, videoshow 5.25" and 3.5" floppy
Projector, Motion Picture, 16mm
Projector, Still, Carousel 35mm slides (2, side-by-side)
Projector, Still, Vugraph (Size 7 1/2 inch by 9 1/2 inch
transparencies; 2, side-by-side)
Recorder, Tape, Cassette, Audio
Pointers (wooden)
Large-screen video projector
Recorder, Tape, Cassette, Video (3/4" Umatic, 1/2" VHS, 1/2" Beta, Hi8,
8mm, SVHS)
Ceremonial Flags
Lecturn (with remote control for 35mm slides, cue buzzer, and
light)
Lecturn (with remote control for 35mm slides, cue buzzer,
and light)

5. A projectionist is available for room 2201 through the DirAR and 2206 through the office of the DMCS. Staff agencies requiring a projectionist should request support when they reserve the room. Projectionists are also able to audio and video tape sessions in these rooms. Video recording of ceremonies from a ceiling mounted set shot camera is permitted provided requestor provides a blank personal tape and the senior official on camera has agreed.

6. For information on additional audiovisual services, see section 12 of this chapter.

CHAPTER 5

HEADQUARTERS SERVICES

SECTION 7: TRANSPORTATION

5700. USE OF BUSES AND METRO

1. Personnel at HQMC will use DoD buses and Metro for official business. DoD buses operate between the principal buildings of defense establishments and Metro serves agencies of the Federal Government in the Washington Metropolitan area. The Department of the Navy motor pool provides shuttle service between the Pentagon, Navy Annex and Crystal City. Headquarters Marine Corps provides shuttle service between the Navy Annex, Clarendon Square, and MCCDC. DoD bus routes and schedules are printed in the back of the DoD Telephone Directory.

2. DoD buses may be used by:

a. Military personnel, on active duty, either in uniform or upon presentation of their Armed Forces Identification Card (DD Form 2A - green border).

b. Civilian employees upon presentation of their DoD Building Pass.

3. DoD buses may not be used by:

a. Dependents of military personnel and non-DoD civilian employees.

b. Retired military personnel.

c. Reserve military personnel not on active duty.

4. The DirAR (ARD) will issue group/individual Metro passes for authorized official business. Metro passes can be requested by memorandum indicating the reason for the travel, destination, and signed by the branch/division head. Metro passes may be picked up at the following locations:

a. Navy Annex: DirAR (ARD), room 1203.

b. Clarendon Square Building:

(1) I&L personnel: room 735.

(2) MARCORSYSCOM personnel: room 412.

(3) MH personnel: DirAR (ARD), room 1203, Navy Annex.

5. Special bus service for field trips and for transportation of seminar groups in the Washington area can be arranged. Submit written requests for such service to the Commanding Officer, Headquarters Battalion via the DirAR (ARD).

5701. SHUTTLE TRANSPORTATION BETWEEN HQMC AND MCCDC. QUANTICO

1. Shuttle bus service between HQMC and MCCDC is provided by Headquarters Battalion and CG MCCDC. This service is to be used for official use only when attending meetings, boards, or classes, and is not to be used for commuting.

between HQMC and MCCDC. Shuttle buses display an appropriate window sign. The schedules for this service are as shown in figures 5-7 and 5-8.

- a. Bus stops at MCCDC are designated with an official bus stop sign.
- b. Passenger pickup point at HQMC is outside the Marine Corps entrance.

c. The scheduled shuttles may be used for urgent mail if arrangements are made between the sender and receiver in advance. See paragraph 5313 for using this shuttle for urgent mail.

2. Any problems with the shuttle should be reported to the Headquarters Battalion S-4 Office at (703) 614-1332 (DSN 224-1332) or the Adjutant, MCCDC at (703) 640-2399 (DSN 278-2399).

5702. TAXICABS

1. Travelers may use taxicabs for official travel when DoD, commercial bus/rail service, Marine Corps or Navy shuttle service cannot support a requirement, and the division director/branch head approve such use and staff agency certifying official authorize such use.

2. Joint Travel Regulations allow reimbursement for the actual fare plus tips of 15 percent.

3. To obtain reimbursement, the traveler may submit a Claim for Reimbursement for Expenditures on Official Business (SF 1164) to the disbursing office at Henderson Hall or MCCDC, Quantico via the traveler's division director/branch head and the staff agency certifying official.

5703. OFFICIAL GOVERNMENT VEHICLES

1. The National Capital Region Department of the Navy Motor Pool (NCRDONMP) provides official sedans and coordinates for the use of other Government transportation facilities while performing official travel in the Washington Metropolitan area. Official sedan service is only for general officers and Senior Executive Service (SES) personnel. Requests for motor vehicle support, whether written or oral, must contain information concerning point and time of pick up, destination, name and/or number of passengers, and assigned NCRDONMP code number. Changes in destination are not authorized without prior notification. Transportation may be arranged by calling the NCRDONMP dispatcher, (202) 475-9000.

2. The Commanding Officer, Headquarters Battalion controls and dispatches service vehicles (buses, trucks, and carryalls) assigned to HQMC. The Battalion Motor Transport dispatcher may be reached by calling ext. 41746.

3. The Commanding Officer, Headquarters Battalion operates a shuttle service to and from the ARLEX and Clarendon Square Building with mid-day diversions to the Pentagon. Simultaneous departures from both terminals commence at 0700 and terminate at 1700 on normal working days with departures every 20 minutes. Diversions to the Pentagon, lane 41, commence at 1045 and terminate at 1355.

4. Policy. DoD-owned or -controlled transportation may be used only in the performance of official duties. As a general rule, whenever transportation is

essential to the successful operation of an activity, such transportation may be authorized as long as it does not conflict with existing laws and regulations. The use of Government transportation, to, from, or between locations for private business, personal social engagements, or other personal convenience is not authorized.

a. Public Interest. The primary factor in determining proper usage of Government transportation assets should be whether the failure to authorize the transportation will conflict with the best interest of the Government.

b. Exclusions

(1) Domicile to Place of Employment. Transportation to and from work is an expense of the individual. Government transportation services will not be used for personal convenience and shall not be authorized for all, or any part of the routes between home and work. A 30-day suspension can result from violation of this regulation.

(2) Public Transportation Terminals. Government transportation will not be authorized for trips to or from local transportation terminals for personnel on travel orders, except in instances where an emergency exists or where official visitors have been invited to participate, at their own expense, in DoD activities.

(3) Hotels, Clubs, Restaurants, Etc. Government vehicles will not be used for trips to hotels, clubs, restaurants, or other places of public entertainment, unless such trips can unquestionably be justified as necessary for official business.

c. Other. Emergency situations, protocol requirements, or security requirements may be considered in determining proper usage of Government transportation between home/work and/or commercial transportation terminals.

d. Prior to arranging for transportation for personnel arriving at Andrews Air Force Base, check with the HQMC Operations Officer, NAF, Andrews AFB ((301) 981-4281) to determine whether or not additional personnel also need transportation. Verify the arrival of flights before sending prearranged transportation.

5. Use of Transportation In and Adjacent to Headquarters Marine Corps

a. The following order will be adhered to in determining the mode of transportation for all official travel by HQMC personnel within and adjacent to HQMC.

(1) DoD-scheduled bus service, NCRDONMP, or Headquarters Marine Corps shuttle service.

(2) Local common carriers: Metrorail/Metrobus, taxicabs (reimbursable).

(3) Government-owned vehicle provided by NCRDONMP.

b. Staff agency certifying officials will consider, on a case-by-case basis, reimbursement for the use of privately owned vehicles to destinations served by the above modes during normal working hours although it is not routinely authorized. See JFTR, Vol. 1 (military) or JFTR, Vol. II (civilian). This mode should be approved in advance.

c. For POV reimbursement purposes, travel from HQMC to any point in the Washington local commuting area will be made under provisions of the JFTR Vols. I and II. The Washington local commuting area includes the District of Columbia; Montgomery, Prince George's, Anne Arundel, Baltimore, Charles, Calvert, Howard, Harford, Frederick, St. Mary's, Carroll, and Washington Counties in Maryland; Arlington, Fairfax, Loudoun, Fauquier, Prince William, Culpeper, Madison, Orange, Greene, Albermarle, Stafford, Spotsylvania, King George, and Clarke Counties in Virginia; Adams County in Pennsylvania; the City of Baltimore in Maryland; the Cities of Alexandria, Fairfax, Falls Church, Fredericksburg, and Richmond in Virginia; and all cities now or hereafter existing in Maryland or Virginia within the geographic area bounded by the outer boundaries of the combined areas of the aforesaid counties.

d. Official use of common carriers or POV will be reimbursed as follows:

(1) Actual and necessary expenses incurred for commercial travel or POV mileage for travel within the Washington local commuting area will be reimbursed if approved by the traveler's division director/branch head and authorized for payment by the staff agency certifying official. Travelers may submit requests for authorization/reimbursement for infrequent or occasional travel using an SF 1164, Claim for Reimbursement for Expenditures on Official Business, to the local disbursing office at Henderson Hall or Quantico. The SF 1164 must be signed by the claimant in block 10, the division director/branch head in block 8, and the staff agency certifying official in block 9. Since local travel must be supported by the staff agency's travel fund allocation, staff agency appropriation data must be included in the Accounting Classification block. The SF 1164 is available through the Headquarters Marine Corps Customer Self-Service (CSS) stores at the Navy Annex, room 1203, and the Clarendon Square Building, first floor (near the rear entrance adjacent to the gymnasium).

(2) Requests for POV mileage and parking fee by military and civilian personnel while attending official authorized training courses within the local commuting area must be prepared per paragraph 5702.5d(1) above, and sent with a copy of DD Form 1556, if applicable, and receipted parking tickets.

(3) Reimbursement of POV expenses will be based on standard or predetermined mileage from HQMC, or odometer readings for destinations for which mileage has not been established.

e. Written orders are needed for travel by military and civilian personnel under the following conditions:

(1) To perform temporary duty assignments outside of the local commuting area.

(2) When travel within the local commuting area requires overnight accommodations and/or per diem.

f. Submit requests for written orders per paragraph 4400.4a herein.

5704. ADMINISTRATIVE FLIGHTS FOR HEADQUARTERS PERSONNEL

1. The DC/S Avn represents the CMC in the control and scheduling of operational support aircraft. To ensure these aircraft are used as efficiently as possible, the DC/S Avn or his designated representative will approve all flights.

2. The following types of aircraft are available for administrative scheduling:

- a. At NAF Washington - two C-12's
- b. At MCAS Cherry Point - three CT-39G's, two C-9B's
- c. Seating capacity for each type aircraft is:
 - (1) C-12 - 7 seats
 - (2) CT-39G - 6 seats
 - (3) C-9B - 89 seats

3. The following passenger criteria will govern the use of administrative aircraft:

- a. All C-12 flights need a minimum of four-passengers.
- b. All CT-39G flights need a minimum of six passengers.
- c. All C-9B flights need a minimum of 48 passengers.

4. Send all requests for operational support aircraft to the DC/S Avn (ASM) in writing, following the format shown in figure 5-9, and include the following:

a. Cost comparison between commercial and Government modes of transportation (see MCO 5440.14).

b. Justification when use of operation support aircraft is not the most economical mode of travel.

5. The DC/S Avn will schedule desired flights based on aircraft flight crew availability, and will rank requests based on cost effectiveness and urgency specified in the written request.

. Refer all inquiries regarding aircraft scheduling to the Air Transportation Coordination Office, AvnDept, room 2328, ext. 42170/42756.

5705. USE OF GOVERNMENT AIRCRAFT FOR TEMPORARY ADDITIONAL DUTY (TAD/TDY). There are a considerable number of Government aircraft flying daily between Andrews Air Force Base and various points within the United States. In those cases where a decision is made to use available space on these aircraft, TAD/TDY orders will be written authorizing the use of Government aircraft, if available. "This travel meets the criteria of the Secretary of Defense memo dated 18 January 1982" must be shown on each set of TAD/TDY orders issued when Government air is authorized.

MCCDC TO HQMC SCHEDULE

(Shuttle vans will be used only for official purposes.
 Commuting to and from the assigned work location via
 Government transportation is not authorized.)

	1*		2**		3**		4**		5*		6**	
	Ar	Lv	Ar	Lv	Ar	Lv	Ar	Lv	Ar	Lv	Ar	Lv
Bldg 1019.....	--	--	0800	0810	1050	1055	1350	1355	--	1430	1630	1635
Bldg 2033.....	--	--	0815	0820	1100	1105	1400	1405	1435	1440	1640	1645
Bldg 3250.....	--	0630	0825	0830	1110	1115	1410	1415	1445	1450	1650	1655
Bldg 3044.....	--	--	0835	0845	1120	1125	1420	1425	1455	1500	1700	1705
Bldg 2008.....	--	--	0850	0855	1130	1135	1430	1435	1510	1515	--	--
HQMC.....	0800	--	0940	--	1220	--	1520	--	1615	--	1750	--

*MCCDC originated

**HQBN originated

Figure 5-7.--MCCDC to HQMC Shuttle.

HQMC TO MCCDC SCHEDULE

(Shuttle vans will be used only for official purposes.
 Commuting to and from the assigned work location via
 Government transportation is not authorized.)

	1*		2**		3*		4*		5*		6**	
	Ar	Lv	Ar	Lv	Ar	Lv	Ar	Lv	Ar	Lv	Ar	Lv
HQMC.....	--	0700	--	0830	--	1000	--	1300	--	1540	--	1630***
Bldg 2008....	0740	0800	0910	0915	1040	1045	1340	1345	1620	1625	--	--
Bldg 1019....	0805	0810	0920	0925	1050	1055	1350	1354	1630	1635	--	--
Bldg 2033....	0815	0820	0930	0935	1100	1105	1400	1405	1640	1645	--	--
Bldg 3250....	0825	0830	0940	0945	1110	1115	1410	1415	1650	1655	1800	--
Bldg 3044....	0835	0845	0950	0955	1120	1125	1420	1425	1700	--	--	--
Bldg 2008....	0850	--	1000	--	1130	--	1430	--	--	--	--	--

*HQBn originated **MCCDC originated ***Makes necessary stops before securing.

Figure 5-8.--HQMC to MCCDC Shuttle

SSIC
Code
(Date)

MEMORANDUM

From:

To: Deputy Chief of Staff for Aviation (ASM-41)

Subj: REQUEST FOR GOVERNMENT AIR TRANSPORTATION

Ref: (a) MCO 5440.14

1. Request Government air transportation for (total number) passengers for (purpose of flight). Per the reference, (name and grade) is the senior passenger. Commercial transportation cannot be used because (reason why).

a. Itinerary: (all times local)*

<u>REQUIRED ARRIVE</u> <u>DATE TIME</u>	<u>REQUIRED</u> <u>AIRFIELD</u>	<u>DEPARTURE</u> <u>DATE TIME</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

*PROVIDE EITHER REQUIRED ARRIVAL OR DEPARTURE DATE/TIME, NOT BOTH.)

b. Cargo: (Do not include normal baggage; for cargo, provide weight, dimensions (of largest item), and total cubic feet.)

c. Liaison: (Provide name, grade, code, and phone number for liaison at departure and arrival point.)

2. We realize a higher priority commitment could cause a last-minute modification/cancellation of this approval.

(Signature)

Figure 5-9.--Request for Government Air Transportation.

CHAPTER 5

HEADQUARTERS SERVICES

SECTION 8: MANAGENENT ENGINEERING SERVICES

5800. GENERAL. This section contains information about administrative management programs and services, not addressed elsewhere in this Manual, that are available to HQMC staff agencies.

5801. TOTAL QUALITY LEADERSHIP

1. The Department of the Navy (DON) has adopted a new approach to quality called Total Quality Leadership (TQL). The DON defines TQL as the application of quantitative methods and people to assess and improve:

- a. materials and services supplied to the organization;
- b. all significant processes within the organization; and
- c. meeting the needs of the end-user now and in the future.

2. HQMC staff agencies can obtain training, advice, and assistance in implementing TQL by contacting the DirAR (ARAF).

5802. ER/CA/DRIS PROGRAMS

1. The DirAR (ARA) administers the HQMC Efficiency Review (ER) Program, the Commercial Activities (CA) Program, and the Defense Regional Interservice Support (DRIS) Program.

2. The HQMC ER Program requires that an ER be performed of each HQMC activity once every 5 years. An ER is a formalized approach to the analysis and improvement of organizational performance. Each ER will identify the work requirements, determine the staffing necessary to perform those requirements, and make recommendations for improvements to achieve the most efficient organization. The HQMC ER Program Manager will develop the 5-year study plan and will notify the appropriate staff agency head before initiating each ER.

3. The HQMC CA Program determines the most efficient method of operation for those HQMC functions which provide a product or service obtainable from a commercial source. The three primary elements of the program are: annual inventory of all existing CA functions at HQMC; 5-year review of each CA function to determine whether the present method of performance should be continued; and cost comparison study of those CA functions not exempted during the review process. The cost comparison study determines whether inhouse or contract performance is the most efficient method of operation for the Government. The HQMC CA Program Manager will notify the appropriate staff agency heads when action is required.

4. The HQMC DRIS Program includes two functions: coordination of HQMC interservice support agreements (ISA'S) between HQMC and other DoD activities, and coordination of Marine Corps participation in Joint Interservice Resources Study Group, Northern Region 15 (JIRSG NO-15) activities.

a. HQMC staff agencies should contact the HQMC DRIS Coordinator (DirAR) (ARA)) for advice and assistance in negotiating and preparing ISA's. HQMC staff agencies are required to forward all ISA 5 to the HQMC DRIS Coordinator for review prior to final approval, as well as a copy of the final ISA after it is signed by all parties. All ISA's must be reviewed every 3 years and revised every 6 years, or earlier if warranted by significant changes in support requirements.

b. The DirAR (ARA) is the JIRSG NO-15 coordinator for Marine Corps participation in joint service studies conducted within a radius of approximately 50 miles from Washington, DC. When requested by the JIRSG NO-15 coordinator, HQMC staff agencies are required to assign functional experts who will actively participate in the various study groups.

5803. OFFICE EQUIPMENT MANAGEMENT

1. The DirAR (ARD) is responsible for the management and control of office equipment at HQMC. The objective of office equipment is to ensure existing equipment is used efficiently and to supervise the selection of new or additional equipment.

2. The term "office equipment," as used in this paragraph, means any machines used in the office to process, reproduce, store, or transmit information. Examples of office equipment are: calculators, dictation and transcription equipment, facsimile transmission devices, typewriters, mail handling equipment, microform equipment, and audiovisual equipment.

3. Send requisitions for office equipment to the DirAR (ARD) providing complete justification.

5804. MICROFILM PROJECTS

. Send requests for conventional microfilming services to the DirAR (ARAE). Such requests would encompass items like new applications of conventional microfilming services or changes in the number of duplicate copies required for an existing application. Detailed information for the submission of requests for microfilm applications or services is in MCO 5210.13.

. Send all requests for new Computer Output Microfilm (COM) production applications and changes in the distribution of COM duplicates to the AC/S C41 (CCDH).

3. When the use of microforming technique is a consideration in plans involving administrative systems or multiple copy microform methods, consult the DirAR (ARAE) for technical advice and assistance in the early planning. (MCO 5210.13 refers.)

5805. FORMS MANAGEMENT

1. Forms management is the development or improvement of data elements and forms design on proposed or existing forms, and the review and coordination of forms to ensure efficient response to management requirements.

2. The term "form" means any document including letters, postcards, memorandums or certificates, printed or otherwise reproduced with space for inserting data, descriptive material, or addresses designed to structure the arrangement of information.

3. Specific objectives of the Marine Corps Forms Management program are to:

- a. Ensure that a form satisfies a valid need and is necessary for efficient and economical operation.
- b. Minimize the cost of using forms by developing forms that are easy to fill-in, read, transmit, process, and retrieve.
- c. Increase the usefulness of information on forms through proper design and clear instructions.
- d. Promote standardization and consolidation of forms.
- e. Promote the use of technology to facilitate the creation, distribution, and use of forms.

4. Headquarters staff agencies and offices at MCCDC and MARCORSYSCOM sponsoring a document (study, message, correspondence, or directive) requiring blank forms must route the document through the DirAR (ARAE) for forms review. The DirAR (ARAE) will analyze the requirement to ensure it meets the specific criteria for blank forms as outlined in MCO 5213.7 and MCO 5213.8. Upon approval of the requirement, the DirAR (ARAE) will issue a NAVMC form number and prepare necessary specifications for printing, reproduction, or reprinting for stock. Staff agencies are further responsible for notifying the DirAR (ARAE) of any changes to forms requirement.

5. The DC/S I&L (LFS) procures, stocks, and issues forms for the Marine Corps supply system. The DirAR (ARE) prints and reproduces blank forms and procures for stock blank forms used by Headquarters staff agencies. The originator of a blank form is responsible for initiating procurement requests and for issuing directives pertaining to the use and availability of forms. MCO 5213.8, Management of Blank Forms at Headquarters Marine Corps (HQMC), Marine Corps Combat Development Command (MCCDC), and Commander, Marine Corps Systems Command (COMMARCORSYSCOM), contains detailed instructions and information on the responsibilities of functional managers in the forms management program.

6. Refer to paragraph 5100.3f, for instructions on obtaining blank forms for use by Headquarters staff agencies.

5806. REPORTS MANAGEMENT

. The overall goal of the Marine Corps Information Requirements (Reports) Management program is to ensure that management control and decision-making needs are met and that the information requirements imposed are fulfilled in an effective, efficient, and economical manner.

2. Specific objectives of the Information Requirements (Reports) Management program are to:

- a. Identify information needs of managers.
- b. Collect, transmit, process, and store information through the most economical and efficient use of personnel, funds, and equipment.
- c. Eliminate reports which are duplicative or not cost-effective through control, standardization, and consolidation.
- d. Ensure that reports are not imposed unless the expected value of the information is worth the imposition of the burden.

e. Coordinate reports management with related information resources management programs (forms, records, privacy, and information systems).

3. Headquarters staff agencies and offices at MCCDC and MARCORSYSCOM sponsoring a document (study, message, correspondence, or directive) requiring a report must route the document through the DirAR (ARAE) for evaluation of the reporting requirement. The DirAR (ARAE) will analyze the requirement to ensure it meets the specific criteria for a report as outlined in MCO 5214.2. Upon approval of the requirement, the DirAR (ARAE) will issue a report control symbol to identify the report. Staff agencies are further responsible for notifying the DirAR (ARAE) of any changes to a reporting requirement.

4. The DirAR (ARAE) provides assistance and advice to anyone developing a report or reporting system. MCO 5214.2 contains detailed information for reports management Marine Corps wide.

5807. DOCUMENTATION (RECORDS) MANAGEMENT

1. The Documentation (Records) Management provides for effective controls over automated and manual records from their creation to their final disposition, with particular emphasis on eliminating unnecessary paperwork. MCO 5210.11 contains guidance and principles regarding the Marine Corps Documentation Program.

2. Documentation (records) includes all books, papers, reports, machine-readable materials, forms, maps, photographs, or other documentary materials (regardless of physical form or characteristics (electronic, microform, and/or hardcopy)) made or received in connection with the transaction of Marine Corps business.

3. Headquarters staff agencies and offices at MCCDC and MARCORSYSCOM sponsoring a document (study, message, correspondence, or directive) prescribing the creation and/or maintenance of records, not covered in current disposal instructions must route the document through the DirAR (ARAE) for evaluation. Disposal instructions for Marine Corps records are contained in SECNAVINST 5212.5.

4. Proposed records systems/equipment costing in excess of \$1,000 must be approved by the DirAR (ARAE). Headquarters staff agencies will coordinate evaluation of ADP systems procurement/acquisition through the DirAR (ARAE) as an interested office.

5808. OA/EUC/ADP RESOURCES MANAGEMENT

1. The DirAR (ARI) is responsible for the management and control of HQMC office automation, end-user computing, and automatic data processing (OA/EUC/ADP) resources. The term "OA/EUC/ADP resources" as used in this paragraph includes equipment (hardware), software, supplies, maintenance, and training. Examples of OA/EUC/ADP equipment are word processors, personal computers, mini and mainframe computers as well as peripherals and accessories that have been classified by the General Services Administration as Group 70 (General purpose ADPE) items.

2. The objectives of the OA/EUC/ADP resources management program are to increase productivity through the use of the OA/EUC/ADP resources; to provide guidance for the analysis, design, implementation, and evaluation of such systems; guard against unwarranted or otherwise indiscriminate acquisition of systems or equipment; and to provide for the exchange and dissemination of information about OA/EUC/ADP operations, technology, and applications.

3. Submit requests for OA/EUC/ADP resources to the DirAR (ARI) with written justification. Contact the DirAR (ARI) early in the planning phase for assistance in the preparation of supporting documentation. The DirAR (ARI) will evaluate and process requests following current Marine Corps regulations governing the HQADMINMAN acquisition and use of such resources. Staff agencies anticipating requirements for new, additional, or replacement systems or equipment should identify those requirements in the annual budget submission. (See paragraph 5112.)

CHAPTER 5

HEADQUARTERS SERVICES

SECTION 9: LIBRARY FACILITIES

5900. MARINE CORPS HISTORICAL CENTER LIBRARY

1. The Marine Corps Historical Center Library contains one of the worlds largest collection of Marine Corps-oriented literature. The library is on the third floor of the Historical Center, Building 58, Washington Navy Yard and is open from 0800 to 1630, Monday through Friday, except holidays.

2. The library's book collection has over 22,000 volumes including Corps-related fiction and biographies. The journal collection represents approximately 50 titles, including complete holdings of the Marine Corps Gazette and Leatherneck magazines. In addition to the books and journals, the library has many post and station newspapers going back to World War II, Marine Corps T/O's, and obsolete Marine Corps orders and bulletins.

3. The collection provides reference material on Marine Corps history, history of amphibious warfare, and related military and naval history. It covers all the wars in the Corps from the Revolutionary War through the latest works on Grenada and Beirut. The library also contains a collection of general reference books such as encyclopedias, indexes, and almanacs. The library staff will borrow books or magazines on interlibrary loan from other libraries when requested.

4. Books may be borrowed in person or requested from the library in writing or by telephone, (202) 433-3447. Books are loaned for 2 weeks and the loan can be renewed.

5. The Historical Center Library is open to all military and civilian employees of HQMC, Marine Barracks, Washington, DC, other Marine Corps activities in the Washington metropolitan area, and to anyone with an interest in Marine Corps history.

5901. LOGISTICS STUDIES LIBRARY

1. Copies of all logistics studies sponsored by the Marine Corps and selected logistics studies sponsored by other services are held in the Logistics Studies Library maintained by the DC/S I&L (LPM). The library also maintains a limited amount of general logistics reference materials.

2. The library, located in room 644 of the Clarendon Square Building, Arlington, VA, is open from 0800 to 1630, Monday through Friday, except holidays.

3. In addition to study reports, the library contains a listing of logistics studies and standard bibliographies generated by the Defense Logistics Studies Information Exchange (DLSIE) and is the HQMC POC for DLSIE. Custom DLSIE bibliographies on a particular logistics issue, indexed by subject, keyword, or title phrases, can be requested by contacting the studies librarian at 696-0893 or 696-0894 (library). Microfiche copies of specific studies can also be ordered from DLSIE through the librarian; however, paper copies of documents must be obtained by following the normal Defense Technical Information Center (DTIC) requisitioning procedures.

CHAPTER 5

HEADQUARTERS SERVICES

SECTION 10: DATA PROCESSING SERVICES

51000. PROCEDURES FOR REQUESTS FOR AUTOMATIC DATA PROCESSING (ADP) SERVICES

1. The Marine Corps Central Design and Programming Activity (MCCDPA), Quantico, VA, is responsible for: HQMC logistics and manpower management systems; financial (less disbursing); operations, training, aviation, and JCS related ADP systems; HQMC support systems; NCCDC ADP support; and other support systems as directed by the Commandant of the Marine Corps. The HQMC Data Services Support Branch (CCDH), a liaison office of the MCCDPA, is located at HQMC and offers onsite support to customers.

2. The cognizant functional manager will initiate requests for new systems development efforts following MCO P5231.1.

. Requests for maintenance and modification for existing systems will be submitted to the Director, MCCDPA following the format prescribed by MCO 5230.8 that directs the MCCDPA's to offer technical and operational feasibility of a maintenance or modification project.

4. Requests for operation of existing systems and use of ADP equipment assigned to MCCDPA will be in the format and manner prescribed in the MCCDPA User's Guide. The User's Guide further provides detailed descriptions of ADP services available and copies may be obtained from the Director, MCCDPA.

5. Refer to paragraph 5808 herein for guidance regarding acquisition of OA/EUC/ADP resources.

CHAPTER 5

HEADQUARTERS SERVICES

SECTION 11: VEHICLE PARKING

51100. VEHICLE PARKING AT ARLINGTON ANNEX. The Parking Management Office has the primary responsibility for all parking in FB#2 parking facilities. They maintain exclusive control of executive, carpool, vanpool, handicapped, special situation, and visitor parking requirements, and allocate spaces to this Headquarters for executive, shiftworker, and unusual hours parking. The parking Management Office is located in room G501, ext. 41125/41126.

51101. HEADQUARTERS PARKING CONTROL OFFICER

1. The Director of Administration and Resource Management (ARAC) is designated as the Headquarters Parking Control Officer, and as such is responsible for the administration of executive, shiftworker, and unusual hours parking spaces allocated to HQMC by the parking Management Office.

2. The Headquarters parking Control Officer will reallocate to Headquarters staff agencies, parking space(s) for unusual hours based upon individual staff agency requirements, population, and ultimately the availability of HQMC-allocated parking spaces. The Headquarters Parking Control Officer is located in room 1006, ext. 41235/42344.

3. The Headquarters Parking Control Officer will administer the annual review of HQMC-allocated executive, shiftworker, and unusual hours parking assignments when so notified by the Parking Management Office.

51102. STAFF AGENCY PARKING CONTROL OFFICER. Each staff agency will appoint a parking control officer to administer the assignment of executive, shiftworker, and unusual hours parking spaces that have been reallocated to the staff agency by the Headquarters Parking Control Officer. The name, grade, and work phone number of the individual appointed as the staff agency parking control officer will be reported to the DirAR (ARAC) when so appointed.

1. The staff agency parking control officer will ensure the proper completion of DD Form 1199 (Figure 5-10) as prescribed by figure 5-11 for:

a. Each individual requiring a parking space, based upon the criteria for the type of space, and the availability of such space assigned to the staff agency.

b. Individuals meeting the criteria noted in par. 51104.10, who require temporary parking.

2. When completed, the DD Form 1199 will be forwarded to the Headquarters Parking Control Officer for processing. When a permit holder is transferred or is reassigned to another staff agency, the permit will be recovered by the staff agency parking control officer. Reassignment of that parking space will be effected by submitting a DD Form 1199 for the new holder to the Headquarters parking Control Officer along with the old permit.

3. Staff agency personnel requesting carpool, vanpool, special situation, or handicapped parking permits should be referred to the Parking Management Office.

51103. INDIVIDUAL PERMIT HOLDERS. Holders of parking permits are responsible for ensuring the proper utilization of their individual permits as prescribed. Permits are valid only for the person and space (or lot) so assigned. When an assigned parking space is no longer required (e.g., change of working hours, transfer, reassignment, etc.) the permit must be relinquished to the staff agency parking control officer. Failure of individual permit holders to comply with the requirements may result in the permanent withdrawal of parking privileges in FB#2 facilities.

51104. POLICIES AND PROCEDURES. The following policies and procedures apply to parking in FB#2 parking facilities. Locations of parking spaces and lots are shown in figure 5-2. Applications for parking permits (except for special situations and two-wheeled vehicles) must be made by completing an Application for Individual Parking Permit, DD Form 1199, as prescribed in figure 5-1.

1. Carpool Parking. Eligibility for carpool parking consists of a group of two or more people using a motor vehicle for transportation to and from work. At least one member must be assigned to physically work in FB#2 on a full-time basis. Application for carpool parking should be made by submitting DD Form 1199 to the Parking Management Office, room G501. Carpool parking may be either within the FB#2 compound or in Lots 1 through 4, and 6 based on the availability of parking spaces.

2. Vanpool Parking. Eligibility for vanpool parking consists of a group of 8 to 15 persons using a van, specifically designed to carry passengers, for transportation to and from work in a single, daily round-trip. This excludes automobiles, buses, or commercially-operated vanpools. Applications for vanpool parking will be submitted in the same manner as carpool applications (see par. 51104.1). Parking for vanpools may be within the FB#2 compound, or in Lots 1 through 4, based on the availability of parking spaces.

3. Executive Parking. Executive personnel are defined as general or flag officers and civilian employees in the Senior Executive Service, or the equivalent.

a. Certain spaces within the FB#2 compound will be designated as executive spaces at all times.

b. Applications for executive parking should be made by submitting DD Form 1199 to the Headquarters Parking Control Officer via the executive's staff agency parking control officer.

4. Shiftworker Parking. Persons whose scheduled duty hours are established as a shift starting or ending outside their staff agency's normal duty hours may qualify for parking in FB#2 parking facilities. The term "shiftworker" pertains to persons assigned to swing or midnight shifts, but does not include those on flexitime, or compressed work-work schedules. The availability of shiftworker parking is based on the availability of allocated shiftworker spaces.

a. Requests for shiftworker parking permits will be submitted to the Headquarters Parking Control Officer via the staff agency parking control officer. DD Form 1199 must be submitted for each shiftworker along with a memorandum describing the hours of duty and rotating shifts (if applicable).

b. During the hours of 0600-1530, Monday through Friday, shiftworker permit holders must park in Lot 6. During all other times and on weekends and holidays, shiftworkers may park in available spaces with the FB#2 compound (except executive and handicapped spaces).

5. Unusual Hours Parking. Personnel who are officially assigned unusual working hours, or who, because of the requirements of their job must arrive unusually early and/or depart unusually late, may be eligible for parking. Time periods which vary less than 1 hour from established staff agency work hours are not considered unusual. The availability of unusual hours parking is based on the availability of allocated unusual hours parking spaces. Requests for unusual hours parking permits will be submitted to the Headquarters Parking Control Officer via the staff agency parking control officer, utilizing DD Form 1199.

6. Handicapped Parking. A person eligible for handicapped parking is one who is so severely handicapped as to preclude, or make unreasonably difficult, the use of public transportation or carpools/vanpools. Justification for this priority will require certification by the DoD Civilian Employees Health Service or the Medical Officer, USMC, as appropriate. The individual must work in FB#2. Persons eligible for handicapped parking should submit DD Form 1199, along with required certification, to the Parking Management Office.

7. Two Wheeled Vehicle Parking. Lane F is reserved for two-wheeled vehicles only. No permits are necessary for this area. You are required to come to room G501 to show your registration and complete a DD Form 1199.

8. Social Situation Parking. Carpool, vanpool members, bus riders, school attendees (3 days or fewer per week) who, due to unforeseen circumstances or emergencies, must drive their car on any given workday may apply for a special situation parking permit. Personnel who meet the above may apply for a temporary, 1 day permit, from the Headquarters Parking Control Officer, room 1006, the day prior, or the same day. Special situation parking is available in Lot 6 only.

9. Visitor Parking. Visitor parking within FB#2 compound in spaces A47 through A51 and M31 and M47, and the designated area of Southgate Road is reserved for persons who visit FB#2. Persons who work in FB#2 are not considered visitors. Visitors parking is limited to 3 hours between the hours of 0600 and 1530, Monday through Friday, except holidays. VIP visitor parking may be reserved for visiting general/flag officers, or Senior Executive Service, or equivalent by contacting the Headquarters Parking Control Officer.

10. Temporary Parking. Temporary parking is available in Lot 5 for holders of valid temporary parking permits and is limited to duty officers, personnel on temporary duty not to exceed 2 weeks, Reserve component personnel on 2 weeks of annual active duty, selection board members not to exceed 2 weeks, and new/departing personnel up to 10 working days. Applications for temporary parking permits will be submitted on DD Form 1199 to the Headquarters Parking Control Officer via the staff agency control officer.

1. Lot 6 Parking. Limited parking is available in Lot 6 for holders of valid permanent parking permits. Permits are issued on annual basis for those personnel who are not members of a vanpool, carpool, etc. parking is limited and is on a fair share basis as determined by each staff agency. Applications for parking permits will be submitted on DD Form 1199 to the Headquarters parking Control Officer via the staff agency control officer.

12. Carpenter Road parking. Limited parking is available on Carpenter Road, located on the grounds of Henderson Hall, for holders of valid permanent parking decals. Decals are issued for those personnel who are not members of a vanpool, carpool, etc. parking is limited and is on a fair share basis as determined by each staff agency. Request to park on Carpenter Road through your staff agency control officer. When you are approved and authorized by the Headquarters Parking Control Officer, you can go to the provost Marshall's Office on Henderson Hall to be issued a parking decal.

Fill bubble position in completely.

• Use ink or ballpoint pen.

● **Make dark marks.**

DIRECTIONS

DD FORM 1199, DEC 91

5-89

DEPT. AR <input type="checkbox"/> AF <input type="checkbox"/> DE <input type="checkbox"/> DN <input type="checkbox"/> NA <input type="checkbox"/> OTHER <input type="checkbox"/>	DIV. [Grid of 26 columns x 10 rows]	ROOM [Grid of 26 columns x 10 rows]	HOME GRID ZIP CODE [Grid of 10 columns x 4 rows]	APPLICATION DATE JAN <input type="checkbox"/> FEB <input type="checkbox"/> MAR <input type="checkbox"/> APR <input type="checkbox"/> MAY <input type="checkbox"/> JUN <input type="checkbox"/> JUL <input type="checkbox"/> AUG <input type="checkbox"/> SEP <input type="checkbox"/> OCT <input type="checkbox"/> NOV <input type="checkbox"/> DEC <input type="checkbox"/>	TYPE PERMIT AE <input type="checkbox"/> EADS <input type="checkbox"/> EXEC <input type="checkbox"/> G <input type="checkbox"/> GMR <input type="checkbox"/> GR <input type="checkbox"/> CSR <input type="checkbox"/> H <input type="checkbox"/> M# <input type="checkbox"/> MAP <input type="checkbox"/> MP <input type="checkbox"/> MSE <input type="checkbox"/> O <input type="checkbox"/> OIB <input type="checkbox"/> POAC <input type="checkbox"/> PUP <input type="checkbox"/> R# <input type="checkbox"/> RA# <input type="checkbox"/> SPEC <input type="checkbox"/> SW <input type="checkbox"/> T <input type="checkbox"/> U <input type="checkbox"/> VP <input type="checkbox"/> 4M <input type="checkbox"/> 3M <input type="checkbox"/> 2M <input type="checkbox"/>
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OFFICE USE ONLY

TYPE ISSUE NEW <input type="checkbox"/> REN <input type="checkbox"/> DUP <input type="checkbox"/>	TYPE TRANS. SEC <input type="checkbox"/> DIS <input type="checkbox"/> EXC <input type="checkbox"/>	KEY CARD NO. [Grid of 10 columns x 4 rows]	CONTRIBUTOR [Grid of 26 columns x 10 rows]	PERMIT NO. [Grid of 26 columns x 10 rows]	EXPIRATION DATE JAN <input type="checkbox"/> FEB <input type="checkbox"/> MAR <input type="checkbox"/> APR <input type="checkbox"/> MAY <input type="checkbox"/> JUN <input type="checkbox"/> JUL <input type="checkbox"/> AUG <input type="checkbox"/> SEP <input type="checkbox"/> OCT <input type="checkbox"/> NOV <input type="checkbox"/> DEC <input type="checkbox"/>
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Signature of A/P

Date

Signature of Principal Member

Date

Signature of Applicant

Date

Signature of Principal Member

Date

Signature of Applicant

Date

Figure 5-10.--DD Form 1199 (Pentagon Parking Permit Application--Continued).

INSTRUCTIONS FOR COMPLETION OF PENTAGON PARKING PERMIT
APPLICATION (DD FORM 1199, DEC 91)

GENERAL INFORMATION:

1. USE INK OR BALL POINT PEN.
2. MAKE DARK MARKS.
3. FILL IN POSITION COMPLETELY.
4. INSERT ALL REQUESTED INFORMATION FROM LEFT TO RIGHT.

PREPARATION:

PERSONAL DATA

1. NAME - (FROM LEFT TO RIGHT) INSERT LAST, FIRST AND MI.
2. LICENSE - (FROM LEFT TO RIGHT) LIST VEHICLE LICENSE PLATE# AND STATE INFORMATION. UP TO 3 VEHICLE PLATES MAY BE INSERTED. DO NOT PROVIDE DRIVER'S LICENSE INFORMATION IN THESE BLOCKS.
3. RANK - FILL IN APPROPRIATE CATEGORY AND RATE.

EXAMPLE: GM 1 3 LTCOL 0 5 GYSGT 0 7

 GM [1] [3] OFF [0] [5] ENL [0] [7]

4. CONTACT PHONE - ENTER AREA CODE AND NUMBER.
5. DEPT. - MARK "DN".
6. DIV. - ENTER AND MARK "CMC" (FROM LEFT TO RIGHT).
7. HOME GRID ZIP CODE - ENTER AND MARK YOUR HOME ZIP CODE AND GRID.
8. APPLICATION DATE - MARK APPROPRIATE MONTH, DAY AND LAST DIGIT OF YEAR APPLICATION IS COMPLETED.
9. TYPE PERMIT - MARK "EXEC" FOR EXECUTIVE, "U" FOR UNUSUAL HOURS, "SW" FOR SHIFTWORKER.
10. PRIVACY ACT STATEMENT FOR DD FORM 1199 - PERSON APPLYING FOR PERMIT SIGNS AND DATES "SIGNATURE OF APPLICANT".

OFFICE USE ONLY

1. THIS PORTION OF THE APPLICATION WILL BE COMPLETED BY THE HQMC PARKING COORDINATOR AND THE FB#2 CENTRAL PARKING OFFICE PERSONNEL. AGENCY REPRESENTATIVE DOES NOT SIGN APPLICATION.
2. PLEASE CALL THE HQMC PARKING COORDINATOR, Master Sergeant Hernandez ARAC AT 703-614-2344/1235 FOR ANY QUESTIONS CONCERNING COMPLETION OF THIS APPLICATION.

Figure 5-11.--Instructions For Completion of Pentagon Parking Permit
 Application (DD Form 1199, Dec 91)

CHAPTER 5

HEADQUARTERS SERVICES

SECTION 12: AUDIOVISUAL SERVICES

51200. AUDIOVISUAL. The DirAR (ARB) is responsible for providing professional audiovisual services to Headquarters Marine Corps; all Marine Corps activities in the Military District of Washington and those within a 30-mile radius without designated support from elsewhere; and DoD tenants within the ARLEX through Interservice Support Agreements, per MCO 5290.1, the Marine Corps Training and Audiovisual Support Manual. Audiovisual services include graphics, still photography, equipment issue, closed circuit television, projectionist support, video production, an audiovisual equipment repair/maintenance/installation capability and a viewing room.

51201. GRAPHICS AND PUBLICATION SERVICES. The DirAR (ARBA) provides professionally prepared vugraphs for briefing support, 35m slides, limited publication artwork/design capabilities, typesetting services, graphics camera enlargements/reductions, access to a clip-art library, hallway sign production, charts, certificates, briefing book covers, and graphics consultation services. A NAVMC HQ 471 is completed upon submission of all projects in room 1434. Turnaround times vary according to scope of projects, priorities already in house, and time restraints placed on individual customers to meet briefing and publication deadlines. Requests for priority work must be justified. A self-service area in room 1434 is available 24 hours and is equipped with transparency and lettering machines so that customers can produce their own overhead transparencies or charts to be used within Headquarters only; slides, overhead transparencies or charts to be used outside of Headquarters should be produced by graphics personnel to ensure professional quality. Support is also available to assist customers with self-service projects during the hours of 1400-1630; equipment and supplies will be available to produce signs, charts, briefing book covers, and to punch and bind briefing books.

51202. PHOTOGRAPHIC SERVICES. The DirAR (ARBB) provides official photographic services to all authorized staff agencies. These include: access to a limited 35m slide library, photo documentation services, official portraits, full-length photos, ID card and passport photos, as well as photographic coverage of official ceremonies and events.

1. Staff agencies requiring photographic services will:

a. Contact the DirAR (ARBB), room 1433, extension 42634, at least 24 hours before the event.

b. Prepare an Audiovisual Activity Job Order, OPNAV 5290/1 of 2-83 prior to the event and provide the photographer with a completed job order.

c. Provide transportation, if needed, for the photographer if shuttle service is not available.

2. Administrative photographs, such as program application photos, official passport photos (must have orders or memo in hand) and promotion board photos, are taken in room 1435. Anyone coming for an administrative photograph needs to have in hand paperwork specifications (size, type and purpose) and be in the correct uniform (see MCO P1070.12). Photographs are taken daily at the following times:

- 0800 - 1030) portraits (appointment required)
- 1030 - 1530 Full length photos (appointment required)
- 0800 - 1630 ID card and passport photos

3. Photographic requests are filled on a first-come-first-served basis. Requests for urgent jobs must have complete justification.
4. The photographing of classified material will be per the instructions contained in MCO P5510.18.
5. The Photographic Section is also available as a photo reference library and for professional consultation.
6. Requests for group photographs will be approved only when certified as for official Marine Corps historical purposes.

51203. AUDIOVISUAL SERVICES. The DirAR (ARBC) provides support in the form of: audio recording and processing; audiovisual equipment on a short term or long term (subcustody) loan basis; a limited closed circuit TV (CCTV) service; projectionist support for the CMC's Theater and Conference Room; video production/documentation capabilities; an audiovisual equipment repair/maintenance facility; a 24-hour viewing room service and expert audiovisual consultation in planning new facilities that require audiovisual support.

1. Agencies requiring audio/video duplication or audio/video documentation recording services will submit an Audiovisual Activity Job Order (OPNAV 5290/1) and USMC agencies requiring video production support will submit a Visual Information Production Request (DD Form 1995-1) to the DirAR (ARBC), room 2031. Requests for priority work must be justified.
2. Videotaping of parades and ceremonies containing copyrighted material, either audio or visual, is prohibited unless specifically requested by SPD (to include CMC and ACMC); Dir, PA; Dir, HD; or the Commanding Officer, Marine Barracks, 8th and I. Such video tapes will be for internal Marine Corps use; i.e., archival (historical documentation), or internal Marine Barracks, 8th and I use only. Duplication requests must be submitted via the Dir, PAB
3. Audiovisual equipment and training tapes are available for short term (30 days or less) loan in room 1429. Agencies will complete a Training Aids/Devices Request (5290) when picking up needed equipment. USMC agencies requiring equipment for over 30 days or on a recurring basis may request a long term loan by memorandum stating equipment needs and complete justification. Approved requests require the agency Responsible Officer to sign a Responsible Officer Sub-Custody Record (4430 NAVMC HQ 724) upon receiving equipment. A viewing room, room 1429, equipped with various types of audiovisual equipment for previewing materials, is available on a 24-hour basis. For after hours access contact the staff duty office, room 1010.
4. CCTV service consists of the operation and maintenance of limited, in-house closed circuit video (Bulletin Board, live and taped broadcasts) service and a cable news television program service to authorized offices of supported activities. Authorization is determined by the DirAR (ARB).

CHAPTER 6

MARINE CORPS PERSONNEL RECORDS

	<u>PARAGRAPH</u>	<u>PAGE</u>
OFFICIAL MILITARY PERSONNEL FILES (OMPF's).....	6000	6-3
SCREENING AND FILING MATERIAL IN PERSONNEL FILES.....	6001	6-3
AUTHORITY TO ORDER PERSONNEL FILES.....	6002	6-4
AUTHORITY FOR MARINES TO REVIEW THEIR OWN PERSONNEL FILES.....	6003	6-6
PROCEDURES FOR ORDERING, DRAWING, CONTROLLING AND RETURNING OFFICER AND ENLISTED PERSONNEL FILES.....	6004	6-6
SAFEGUARDING FILES.....	6005	6-7
MAINTAINING THE PRIVATE NATURE OF OFFICIAL PERSONNEL FILES.....	6006	6-7
RELEASE OF INFORMATION FROM MEDICAL RECORDS OF MARINES AND FORMER MARINES AND TEMPORARY DISABILITY RETIRED LIST (TDRL) MARINES.....	6007	6-9
RELEASE OF PERSONNEL DATA TO OUTSIDE AGENCIES.....	6008	6-10
WORLDWIDE LOCATOR UNIT.....	6009	6-10
INQUIRIES REGARDING PERSONAL AFFAIRS OF MILITARY AND CIVILIAN PERSONNEL.....	6010	6-10
		6-1

CHAPTER 6

MARINE CORPS PERSONNEL RECORDS

6000. OFFICIAL MILITARY PERSONNEL FILES (OMPF'S)

1. Per MCO P1070.12, Marine Corps Individual Records Administration Manual (IRAM), Official Military Personnel Files (OMPF'S) are maintained by the DC/S M&RA (MMSB) for:

- a. All active duty and Reserve Marine officers and enlisted.
- b. Fleet Marine Corps Reserve.
- c. All temporary disability retired (TDRL) Marines.

2. The OMPF's of all other retired and former Marines (except general officers) are held for no less than 6 months and up to 12 months following separation, retirement, or death, and are then maintained at the National Personnel Records Center (NPRC), St. Louis, Missouri. Records of general officers are kept at HQMC for 1 year following retirement and are then sent to the NPRC.

3. The DC/S M&RA (MMSB) creates new microfiche OMPF's for all new officer and enlisted Marines, and continuously updates these OMPF's by adding authorized documents.

4. When a selection board, staff agency, or an individual desires to review a particular OMPF, the master microfiche is retrieved and a duplicate copy is made and given to the requester. The individual Marine may keep this copy of his or her record. Boards and staff agencies must ensure safeguards are taken to properly dispose of all copies of OMPF'S requested by their agency; i.e., put into burn bags for destruction, or shredded. OMPF's received in paper form must be returned to MMSB-20.

5. The types of microfiche in the OMPF are:

- a. S-Fiche. Service Fiche - contains documentation pertaining to service computation and general administrative data.
- b. C-Fiche. Commendatory/Derogatory Fiche - contains that type of documentation.
- c. P-Fiche. Performance Fiche - contains fitness reports and associated documentation.

6001. SCREENING AND FILING MATERIAL IN PERSONNEL FILES

1. The military history of a Marine from time of entry into the service until final separation is contained in the OMPF. The contents of the OMPF are limited to material clearly pertinent to the Marine's military history.

2. To prevent the inclusion of extraneous matter in OMPF's, the Records Branch will carefully apply the intent of chapter 1 of the IRAM and MCO 1070.14 in the creation and maintenance of OMPF's. HQMC staff agencies submitting material for inclusion in the OMPF will submit only those documents which are clearly pertinent to the Marine's career and history. Items submitted which are extraneous per chapter 1 of the IRAM will be purged.

3. HQMC staff agencies sending correspondence for file in OMPF's will observe the following requirements. Incoming correspondence will be stamped or marked "file" and initialed legibly on the face of the document. The placing of a stamp on material is a certification that the following conditions have been met:

a. The material is properly related and pertinent to the Marine concerned.

b. All interested parties within HQMC have seen the material.

c. All necessary action has been taken and completed.

d. All material contains the Marine's full name and social security number (SSN).

4. All staff agencies reviewing OMPF's will notify the Records Branch of misfiled material or errors in the OMPF through the use of NAVMC HQ 176, File Error/Misfile Notice. These forms are available from the Records Branch or the DiAR (ARD).

5. When OMPF's are drawn from the NPRC by HQMC offices, such files will be retained by the requester until the necessary action is completed. Copies of the incoming correspondence together with the Headquarters response will be inserted in, or attached to, the OMPF prior to its return to the Records Branch so appropriate action to include the correspondence in a subject Marine's OMPF prior to returning the OMPF to the NPRC.

6. Material of an unfavorable nature will not be submitted for inclusion in the OMPF until action required by chapter 1 of the IRAM concerning unfavorable material is completed.

6002. AUTHORITY TO ORDER PERSONNEL FILES

1. Authorized personnel may request copies of the microfiche OMPF for official purposes only. Only officers and civilian personnel in grades GS-9 or higher are authorized to request OMPF's on officers.

2. The number of individuals authorized to draw OMPF's will be kept to a minimum. Normally, staff agencies that are not high volume users will designate no more than two individuals to order OMPF's. Higher volume users may designate more than two individuals.

3. No one may order or draw the OMPF of a superior in the chain of command. Enlisted personnel are not authorized to draw or review officer personnel files except in unusual circumstances. Written justification must be included with any requests of this nature.

4. Requests for authority to draw OMPF's are submitted on a NAVMC HQ 91 (Officer Files) or NAVMC HQ 92 (Enlisted Files) to the DC/S M&RA (MMSB) for approval. Officers and civilian personnel, GS-9 and above, may be authorized to make an emergency draw of officer and enlisted OMPF's. Enlisted personnel in the grade of 1stsgt/MSgt and above may be authorized to make an emergency draw of enlisted OMPF's. The following items of information must be submitted with the NAVMC HQ 91 or 92 when applying for case draw authority:

a. Detailed justification of the need to have access to cases.

b. Specific uses to be made of all cases drawn. Authority to draw OMPF's will not be approved for the following categories:

(1) Reporting Seniors/Reviewing Officers acting in those capacities.

(2) Persons responsible for the assignment of Marines below the level of HQMC.

(3) MOS sponsors, who will be provided cases as required by MMOA and MMEA.

c. Procedures and equipment in place to ensure protection of the information as required by the Privacy Act.

d. A User Identification Code (or Requestor Code) to access the automated retrieval system (Request Management System (RMS)). General information on the use of RMS is provided in paragraph 6004. Users who have an access identification code to other mainframe systems such as the Marine Corps Data Network (MCDN) or the Headquarters Local Area Network (LAN) will use the same code to access RMS. Users requesting access to order OMPF's who do not already have an access code to other systems must request one from their Terminal Area Security Officer (TASO). If the requester's TASO is unknown, coordination should be made with the Records Branch ADP Security Officer to obtain a requestor ID code.

5. The DC/S M&RA (MMSB) will carefully screen all requests to determine the need for approval. Emergency servicing will be held to an absolute minimum commensurate with the official requirements of various offices. An eight-digit customer code will be issued upon approval of a request submitted on the NAVMC HQ 91/92 forms. The customer code will be unique to a certain office, branch, or agency, and will be used in conjunction with individual requester codes each time a request is entered into RMS. One customer code will be assigned to the senior person in an office that requires case draw authority. This customer code will be identified on a card issued to each individual in the activity or office that is authorized to draw OMPF's. For example, the section head for MMSB-10 is issued a customer code upon submission and approval of the NAVMC HQ 91/92. Each individual in MMSB-10 who is authorized to draw OMPF's (through submission and approval of separate NAVMC HQ 91/92 requests) will have a unique requester code and the same customer code as issued to the section head. The person signing the NAVMC HQ 91/92 requests will be responsible for controlling and monitoring case draw requests by those individuals who work for them. Safeguarding the privacy of the contents of an individual's OMPF and the liability of unauthorized use cannot be emphasized enough.

6. Notify the DC/S M&RA, in writing, when an individual who is authorized to draw OMPF's is transferred or when authority is no longer required.

7. Do not take OMPF's out of HQMC without the prior approval of the DC/S M&RA (MMSB). It is the requester's responsibility to ensure a paper case is recharged through MMSB-20 in the event the case must be sent to another office or agency. The system (RMS) will continue to show the case charged to the customer code and requestor ID as originally input, and the original user will be held responsible for the OMPF until action is initiated through MMSB-20 to change or recharge the OMPF.

8. Semiannually, a listing of active customer codes and requestor ID's will be distributed for review. Staff offices will be asked to verify these listings for currency, to advise Records Branch of any changes, and to submit

appropriate NAVMC HQ 91/92 forms as applicable. If responses are not received, authorizations not revalidated will be automatically canceled.

6003. AUTHORITY FOR MARINES TO REVIEW THEIR OWN PERSONNEL FILES

1. Individuals may review their own personnel files, upon presentation of proper identification, during the hours of 0800 to 1600, Monday through Friday, except holidays. Individuals may request their OMPF through the M&RA Liaison Office, room 4012, Navy Annex, or at the Customer Service Window, Records Management Section, Records Branch, located on the 3rd deck, building 2008, Quantico, VA. General officers may review their personnel files in the offices of the DC/S M&RA (MM), room 4000, Navy Annex, or DC/S M&RA (MMSB), room 200, building 2008, Quantico, VA.

004. PROCEDURES FOR ORDERING, DRAWING, CONTROLLING, AND RETURNING OFFICER AND ENLISTED PERSONNEL FILES

1. General procedures for Ordering personnel Files

a. Routine ReQuests. Requesters will log on to RMS using computer terminals in the M&RA Liaison Office, located in room 4012, Navy Annex, by using both their requestor ID and customer code. Users will request OMPF's, check status of previously entered requests, cancel previously entered requests, or acknowledge receipt of OMPF's. OMPF's ready for pickup will be forwarded by MMSB-20 to the M&RA Liaison office. Each microfiche copy will contain a computer printed label indicating the requestor ID or section code of the user as entered into RMS. Routine requests will normally be serviced within 72 hours.

b. Emergency Requests. When immediate delivery of a record is necessary, the request should be entered into RMS with a request type of "emergency" (keyed in as "EMERGENCY"). This will flag the system for expeditious processing. Only the following situations are considered appropriate as emergency requests:

(1) An immediate response is required to a written or oral request from White House staff, Members of Congress, Secretary of Defense, Secretary of the Navy, or a Marine Corps general officer.

(2) Authorized investigator (e.g., NIS, Office of personnel Management, U.S. Secret Service, FBI) visits to review official files of individuals.

c. Controlled Case Files. To safeguard and protect the personal privacy of active duty general officers, living former commandants, Marines who have attained newsworthy status, or Marines or family members of Marines employed in Records Branch, such personnel files are stored and designated "special cases" and are under the direct cognizance and control of the Head, Records Branch. The master location designated in RMS for these records will appear with an "S" and a two digit number, along with "LFJILE" in the date area of the RMS screen. justification must be included with the case request before the OMPF will be released. The Head of the requesting office will be responsible for proper custody of these records. The following officials/boards may be issued special cases without release approval and may keep such records at the discretion of respective officials:

Commandant of the Marine Corps
Assistant Commandant of the Marine Corps
Director, Marine Corps Staff
Deputy Chief of Staff for Manpower and Reserve Affairs
Director, Personnel Management Division
Head, Officer Assignment Branch
Head, Separation and Retirement Branch (release approval required)
Promotion boards convened at this Headquarters (release approval required)

d. Inactive files located at the National Personnel Records Center.
OMPF's located at the NPRC should be requested through RMS following the same procedures used to request records located at Records Branch. If a St. Louis registry number is not included on the RMS screen which provides other information about the subject individual, the Input/Output Unit must be contacted (DSN 278-3947) to request the St. Louis case. Users may also request assistance at the M&RA Liaison Office, room 4012, Navy Annex, extension 43470.

. Procedures for Return and Retrieval of Personnel Files

a. Return all paper personnel files to MMSB via the M&RA Liaison Office, room 4012, Navy Annex as soon as possible but not later than 7 calendar days after the date of checkout. Microfiche copies need not be returned; however, it is the responsibility of the requesting office to ensure the microfiche copy is properly destroyed.

b. Situations may arise that require an extensive search throughout HQMC for a paper personnel file. On such occasions, properly identified personnel from Records Branch shall be granted access to all offices and afforded every assistance necessary to locate the needed personnel file.

6005. SAFEGUARDING FILES. Responsibility for safeguarding OMPF's against loss, use for unofficial purposes, and unauthorized divulgence of information rests with all personnel having the files in their possession. Title 18, U.S.C. 2070 prohibits alteration, concealing, removing, mutilating, obliterating, or destroying material in the OMPF's. Infractions of the law are punishable by a fine of not more than \$2,000, imprisonment for not more than 3 years, or both.

6006. MAINTAINING THE PRIVATE NATURE OF OFFICIAL PERSONNEL FILES

1. The contents of official personnel files are considered to be private in nature and as such the policy set forth in the Marine Corps Manual and in this paragraph will be strictly applied. Requests will be referred to the DC/S MRRA (MM) when attending circumstances are not covered by existing policy. Requesters will be required to provide complete identification (full name and SSN) in all cases where known, and a statement concerning the nature of their requirement.

2. The DC/S M&RA (MMSB) shall grant access or deliver official personnel files only as follows:

a. In accordance with paragraphs 6003 and 6004 of this chapter.

b. Official personnel files of Marine Corps personnel may be delivered to authorized recipients for use by the following naval organizations:

- (1) Navy Council of personnel Boards
 - (a) Naval Clemency Boards
 - (b) Naval Physical Disability Review Board
 - (c) Navy Discharge Review Board
- (2) Corrections and Program Division (NMPC-84/Pers-84)
- (3) Board for Correction of Naval Records
- (4) Board of Decorations and Medals

c. The official personnel files of a Marine or former Marine may be delivered to the following officials via the Director, personnel Management Division in return for a receipt signed personally by the official concerned or the designated assistant or aide:

(1) The president of the United States and the Naval Aide to the President. (NOTE: All requests for records emanating from the White House must be sent through the Military Assistant to the President and the Special Assistant to the secretary of Defense.)

(2) The Secretary of Defense, the Deputy secretary of Defense, and the Assistant Secretaries of Defense.

(3) The Joint Chiefs of Staff.

(4) The Secretary of the Navy, the Under Secretary of the Navy, and the Assistant Secretaries of the Navy.

(5) The Judge Advocate General of the Navy and designated assistants, when required in legal determinations.

(6) The Chief, Vice Chief, and Deputy Chief's of Naval Operations.

d. Official personnel files of former Marines may be provided at locations external to HQMC for special programs. The special programs referred to are those established by Presidential Memoranda, Laws, or the Secretary of Defense. This may be done by military/civilian personnel designated by the DC/S M&RA (MM) who are sent TAD/TDY for the purpose of ordering, returning, controlling access to and maintaining accountability of the files.

3. The following general policy governs the release of information from the records of Marine or former Marines:

a. Any classified information in the files of the DirAR (ARAB), regarding a Marine or former Marine, will be furnished only when specifically authorized by the DMCS.

b. If a request for information is refused, prompt notice will be given to the requester with a statement for the refusal.

c. Information furnished will be held to a minimum consistent with the requirements of the request.

d. A Marine, former Marine, or the personal representative (one who presents proof in writing) may be furnished any information or copies from their records unless prohibited by existing directives.

e. The DirPA may prepare and release to news media information of a biographical nature from the records of Marines or former Marines unless prohibited by existing regulations and directives.

f. Name, grade, service address, age, SSN, and length of service will be released by the DC/S M&RA (MMSB, MMSB-10) following the Privacy Act of 1974.

6007. RELEASE OF INFORMATION FROM MEDICAL RECORDS OF MARINES AND FORMER MARINES AND TEMPORARY DISABILITY RETIRED LIST (TDRL) MARINES

1. The Surgeon General of the Navy has been appointed by the Secretary of the Navy to execute DoD policy in releasing medical records of members or former members of the Navy or Marine Corps and the Reserve components. Requests for medical information, other than statements of well being in the case of active members of the Marine Corps, will be referred to the Commander, Naval Medical Command.

2. By Memorandum of understanding between HQMC and Bureau of Medicine and Surgery (BUMED) dated 3 May 1977, HQMC assumed the physical custody of the medical records of former members of the Marine Corps whose active service had been terminated. Officials of this Headquarters will keep and service those health records and respond to inquiries about those records, subject to the Privacy Act of 1974, to:

- a. The former member.
- b. Next of kin.
- c. Prospective employers.
- d. Armed Forces recruiting services.
- e. Law enforcement authorities.
- f. Veterans' Administration.
- g. Members of Congress.
- h. Offices or bureaus of State, local, and Federal Governments.
- i. Insurance companies.
- j. Others authorized by the member concerned.

3. When a response requires an interpretation of the medical information from a record or where a psychiatric report must be reviewed before the record can be released, the inquiry and the OMPF are sent to the Medical Officer of the Marine Corps.

4. Nothing in this statement of policy is intended to preclude the release of appropriate information concerning the current health and welfare of individuals in the armed services or vital statistical data, including proof of death,

concerning such personnel. Neither is it intended to preclude compliance with court orders calling for the production of medical records in connection with litigation or criminal prosecutions or to preclude release of information from medical records when required by law.

6008. RELEASE OF PERSONNEL DATA TO OUTSIDE AGENCIES

1. Definitions

- a. Outside agency. An organization or individual external to the Marine Corps.
 - b. Personnel data. Reports, statistics, listing, tabulations, punched card decks, and other information relating to groupings of civilians (funded by the Marine Corps) and military personnel rather than individuals.
2. The DC/S M&RA (MP) will release personnel data to outside agencies.
3. The DirPA (PA) is responsible for the release of all military personnel statistics to the news media once the information has been cleared by the DC/S M&RA (MP).
4. The HQMC Data Systems Support Branch, C4SysDiv (CCDH) provides personnel data to Headquarters staff agencies in the form of magnetic tape or machine printed reports.

6009. WORLDWIDE LOCATOR UNIT

1. The DC/S M&RA (MMSB-10), Worldwide Locator Unit, DSN 278-3942, is available for assistance during normal working hours in identifying and locating Marine Corps members.
2. Upon request, the DC/S M&RA (MMSB) will furnish necessary information including name, grade, SSN, MOS, latest military address (unit to which joined), etc. on all military personnel, Regular and Reserve. Mailing addresses of retired personnel and SSN's of separated personnel are also available.
3. Telephonic or written requests will be accepted. Request forms are available from the DC/S M&RA (MMSB). When the SSN is known, listing must be in SSN order. When the SSN is not known, listings must be in alphabetical order by surname. Telephonic requests can be handled for a limited number of names by calling DSN 278-3942.
4. The HQMC staff duty officer will provide emergency worldwide locator service during nonworking hours.

6010. INQUIRIES REGARDING PERSONAL AFFAIRS OF MILITARY AND CIVILIAN PERSONNEL.

Persons receiving calls from credit associations, merchants, and other persons requesting personal information or that which is part of an official record will make no attempt to answer the inquiry. Such calls will be transferred to one of the following offices authorized to give out certain information to the public:

Calls concerning active military personnel:	DC/S M&RA (MMSB-10) DSN 278-3942
Calls concerning civilian personnel records:	DirAR (ARCC) ext. 41300
Calls for locator service (all military personnel serving at HQMC):	DirAR (ARA) ext. 42344

CHAPTER 7

STAFF STUDIES

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL.....	7000	7-3
PREARATION AND ROUTING.....	7001	7-3
DECISION.....	7002	7-4
STAFFING OF PROPOSED PUBLICATIONS AND CHANGES.....	7003	7-4
		7-1

CHAPTER 7

STAFF STUDIES

7000. GENERAL

. The term "staff study" refers to a formal staff study addressed to the Commandant of the Marine Corps. Time permitting, a staff agency recommending a course of action concerning a matter of importance and involving other staff agencies will prepare and submit a "staff study" on the subject.

2. Approval of some studies will require that a letter or directive be issued or a directive or form be modified. When this is the case, the study must have the letter, directive, or form attached when it is sent to the Commandant.

7001. PREPARATION AND ROUTING

1. Studies will be prepared in memorandum format or following paragraph 1406.h of FMFM 3-1, Command and Staff Action, and identified in the subject line by "STUDY NO._____". Staff agencies shall maintain their own series of numbers for this purpose. Classified studies shall be prepared following HQO P5510.2, HQMC Information Security Manual. The study shall contain basic information that will allow the CMC or ACMC to make a decision and should include, but not be limited to the following:

a. A statement relating references to the paper. What is required by the reference...what are the key points in the reference necessary for an understanding of the paper?

b. A statement of the importance of the paper to the Marine Corps.

c. A discussion of the effect upon the Marine Corps. Is the paper establishing policy of less than 1-year...policy of long-term duration...or does the paper have an immediate 1-year effect upon the Marine Corps?

d. A discussion of policy. Does the paper continue or change a previous Marine Corps policy or position...does the paper vary in position from any other activity?

e. A statement as to possible pitfalls or questions from higher authority which may be generated by the paper.

f. Additional pertinent factors not covered above that will assist the CMC or ACMC in making a decision on the paper. (If previous correspondence on the subject has addressed the areas above, restrict statements to points that will direct attention to current requirements.)

2. The last paragraph of the memorandum will have recommendations. The study will be routed by the use of the HQMC Routing Sheet (NAVMC HQ 335) and be completed by following the instructions contained in the HQMC Supplement to the DON Correspondence Manual. The study will then be processed as follows:

a. Unclassified studies will be routed simultaneously to those staff agencies whose concurrence is needed to implement the recommended course of action.

b. The information should be assembled and a copy of the study delivered with enough basic information to allow addressees to take necessary action within a reasonable timeframe. If, for any reason, it is impracticable for the interested staff agency to indicate whether or not it concurs within a reasonable timeframe, the staff agency will request an extension.

c. If all interested staff agencies concur with the study, or if the originator believes that further expression of views on nonconcurrences would be of no benefit, the originator will prepare the study in a smooth and route it to the Secretary of the General Staff for the principals, using the HQMC Routing Sheet. Frequently a nonconcurrence is based on a misunderstanding or insufficient knowledge of the facts, and may be changed to a concurrence after an informal discussion between the originator and the nonconcurring staff agency.

d. If the originator believes it is necessary to further substantiate or change the original position, a revision of the study will be prepared in the same format as the initial version. The revised study will then be assigned the same identifying serial number as the initial version, but with a letter suffix; e.g., 1A-1980. A copy of the revision will then be delivered by simultaneous routing to each interested staff agency using the HQMC Routing Sheet. This procedure will be repeated until the revision receives the concurrence of all interested staff agencies or, in the opinion of the originator, no further expression of views would be of benefit.

e. Double-spaced rough drafts should be used for intra-Headquarters routing of studies.

f. Classified studies will be routed in the same manner as unclassified studies except the number of copies distributed will be held to an absolute minimum. Distribution will be made only to those staff agencies whose concurrence or recommendations are essential. When time is not an overriding concern, routing will be consecutive rather than simultaneous.

7002. DECISION. After decision by the CMC or APMC, the Secretary of the General Staff will return all papers to the originating staff agency and will send a copy of the decision to each interested staff agency.

7003. STAFFING OF PROPOSED PUBLICATIONS AND CHANGES

1. Proposed publications and changes may be made the subject of studies, sent by memorandum, and staffed by means of a routing sheet.

2. It is the responsibility of the originating staff agency to obtain required approvals for proposed publications and changes prior to submission for signature.

3. Proposed changes to the Marine Corps Manual will be sent to the DirAR for appropriate action and final approval by the Commandant. Proposals for changes to the Marine Corps Manual will be fully documented and will contain a summary of changes proposed. (See paragraph 8101.2 for technical validity of paragraphs in the Marine Corps Manual.)

CHAPTER 8

PUBLICATIONS AND DIRECTIVES

PARAGRAPH PAGE

SECTION 1: PUBLICATIONS SYSTEM

GENERAL.....	8100	8-3
RESPONSIBILITY.....	8101	8-3

SECTION 2: DIRECTIVES SYSTEM

DIRECTIVES CONTROL.....	8200	8-11
MARINE CORPS DIRECTIVES.....	8201	8-11
DEPARTMENT OF DEFENSE DIRECTIVES.....	8202	8-11
NAVY DEPARTMENT DIRECTIVES.....	8203	8-13
JOINT DEPARTMENT PUBLICATIONS (JDP) OR MULTI-SERVICE DOCUMENTS.....	8204	8-14
DIRECTIVES ANNOUNCING CONFERENCES, SEMINARS, AND INSTITUTES.....	8205	8-15
GREEN LETTERS AND WHITE LETTERS.....	8206	8-15

FIGURE

8-1	STAFF AGENCIES HAVING RESPONSIBILITY FOR PARAGRAPHS..... IN THE MARINE CORPS MANUAL	8-5
8-2	STAFF AGENCIES HAVING RESPONSIBILITY FOR THE FLAG MANUAL...	8-9
		8-1

CHAPTER 8

PUBLICATIONS AND DIRECTIVES

SECTION 1: PUBLICATIONS SYSTEM

8100. GENERAL

1. The Marine Corps Publications System is established in the Marine Corps Manual 1980, paragraph 1010. The regulations contained therein apply to the preparation of all material published in the Marine Corps.
2. The DirAR (ARE) is responsible for supervising the operation of the publications system within the Marine Corps.
3. Originating staff agencies will contact the DirAR (ARE) for detailed instructions on printing when there is a question about the preparation, style, and format of publications or changes.

8101. RESPONSIBILITY

1. The responsibilities of HQMC staff agencies for functions involved in the issuance and distribution of publications and directives are contained in MCO P5600.31, Marine Corps publications and printing Regulations and MCO P5215.1, Marine Corps Directives System.
2. Responsibilities of staff agencies for the technical validity of paragraphs of the Marine Corps Manual are assigned in figure 8-1.
3. The DirHD and DC/S I&L are responsible for the technical validity of MCO P10520.3, Flag Manual. (See figure 8-2.)

<u>MCM 1980 Paragraphs</u>	<u>Responsible Headquarters Staff Agency</u>
1000	PP&ODept
1001	ARDiv
1002	M&RADept
1003	I&LDept/MARCORSYSCOM
1004	M&RADept
1005	PP&ODept
1006	M&RADept
1007	M&RADept
1008	M&RADept
1009	M&RADept
1010	ARDiv
1011	InspDiv
1012	OffLegisAsst
1013	P&RDept
1014	P&RDept
1015	PADiv
1100	MCCDC
1200	C4IDept
1201	C4IDept
1202	M&RADept
1203	P&RDept
1204	P&RDept
1205	P&RDept
1206	P&RDept
1300	JADiv
1301	JADiv
1302	M&RADept
1303	M&RADept
1400	HDDiv
1401	C4IDept/M&RADept
1402	H&MDiv
2000	M&RADept
2001	M&RADept
2002	N&RADept
2003	M&RADept
2004	N&RADept
2005	M&RADept
2100	M&RADept
2101	M&RADept
2102	M&RADept
2200	M&RADept
2201	M&RADept
2202	M&RADept
2300	M&RADept
2301	M&RADept
2302	M&RADept
2400	MCCDC
2401	MCCDC
2402	MCCDC
2403	MCCDC
2404	MCCDC
2405	MCCDC

Figure 8-1.--Staff Agencies Having Responsibility for paragraphs in the Marine Corps Manual.

<u>MCM 1980 Paragraphs</u>	<u>Responsible Headquarters Staff Agency</u>
2406	MCCDC
2500	JADiv
2501	I&LDept
2502	M&RADept
2503	M&RADept
2504	M&RADept
2600	M&ARDept
2601	M&RADept
2602	M&RADept
2603	M&RADept
2604	M&RADept
2605	M&RADept
2700	M&RADept
2701	M&RADept
2702	MCCDC
2800	M&RADept/C4IDept
2801	OffUS
2802	M&RADept
2803	M&RADept
2804	M&RADept
2805	M&RADept
2806	OffMCUB
2807	M&RADept
2808	M&RADept
2809	M&RADept
2810	I&LDept
2811	M&RADept
2812	M&RADept
2813	M&RADept
2814	M&RADept
2815	MCCDC
2816	OffChaplain
2817	M&RADept
2818	PADiv
2819	M&RADept/PP&ODept
2820	M&RADept
3000	PP&ODept
3001	PP&ODept
3002	PP&ODept/M&RADept
3100	PP&ODept
3101	PP&ODept
3102	PP&ODept
3103	PP&ODept
3200	C4IDept
3300	C4IDept
3400	MCCDC
3401	MCCDC
4000	I&LDept
4001	I&LDept
4002	I&LDept
4003	I&LDept
4004	OffHS

Figure 8-1.--Staff Agencies Having Responsibility for paragraphs
in the Marine Corps Manual--Continued.

<u>MCM 1980 Paragraphs</u>	<u>Responsible</u>	
	<u>Headquarters</u>	<u>Staff Agency</u>
4100	I&LDept	
4101	I&LDept	
4102	I&LDept	
4103	I&LDept	
4104	I&LDept	
4105	I&LDept	
4106	I&LDept	
4107	I&LDept	
4200	I&LDept	
4201	I&LDept	
4202	I&LDept	
4300	I&LDept	
4301	I&LDept	
4302	I&LDept	
4303	I&LDept	
4304	I&LDept	
4305	I&LDept	
4306	OffHS	
4400	I&LDept	
4401	I&LDept	

Figure 8-1.--Staff Agencies Having Responsibility for paragraphs
in the Marine Corps Manual--Continued.

Section A. Flags, Colors, and Standards Definitions	*Hist&MusDiv/I&L Dept (LM)
Section B. The National Flag	
History	Hist&MusDiv (HDH)
Use and Display	Hist&MusDiv (HDH)
Placing of the National Flag in Mourning	Hist&MusDiv (HDH)
The National Flag at Burials	Hist&MusDiv (HDH)
Section C. The National Ensign	
Size and Display	Hist&MusDiv (HDH)
Half-masting	Hist&MusDiv (HDH)
Lowering and Folding	Hist&MusDiv (HDH)
Section D. The National Color or National Standard	
Use of Rayon	Hist&MusDiv (HDH)
Use of Fringe	Hist&MusDiv (HDH)
Section E. Marine Corps Colors, Standards, Flags, Guidons and Plates	
(For Order of Precedence see Annex F)	
Colors and Standards	I&LDept (LM)
General Officers' Distinguishing Flags	I&LDept (LM)
Guidons	I&LDept (LM)
Automobile and Aircraft Distinguishing Metal Plates	*Hist&MusDiv/I&L Dept (LM) (LFS)
Section F. Miscellaneous	
Miscellaneous Flags	Hist&MusDiv (HDH)
Distinguishing Flags for the President, Vice President, DOD Officials, Navy Officials and Navy Flag Officers	*Hist&MusDiv (HDH) I&LDept (LM)
Carrying Flags of Foreign Nations and Nonmilitary Organizations	Hist&MusDiv (HDH) I&LDept (LM)
Accessories	Hist&MusDiv (HDH)
Units Entitled to Awards	Hist&MusDiv (HDH)
Streamers	Hist&MusDiv (HDH)
Silver Bands	Hist&MusDiv (HDH)
Certificates of Unit Honors	Hist&MusDiv (HDH)
Section G. Administrative Procedures	
Supply	I&LDept (LM)
Funding	I&LDept (LM)
Allowances	I&LDept (LM)
Repair, Replacement, and Disposition Flags	I&LDept (LM)
Change in Unit Designation	I&LDept (LM)
Deactivated Organizations	I&LDept (LM)
Storage, Preservation and Packaging, and Materials Handling	I&LDept (LM) I&LDept (LM)
Sale, Loan, or Private Use of Flags	I&LDept (LM)
Presentation of Distinguishing Flags	I&LDept (LM)

Figure 8-2.--Staff Agencies Having Responsibility for the Flag Manual.

Annex A.	Rules, Customs, and Prohibition Pertaining to Display and Use; Pledge of Allegiance; and Penalties for the Desecration of the Flag	Hist&MusDiv (HDH)
Annex B.	Executive Order 10834 of 21 August 1959 "The Flag of the United States"	Hist&MusDiv (HDH)
Annex C.	Presidential Proclamation 3655 (Armed Forces Day)	Hist&MusDiv (HDH)
Annex D.	Navy Regillations	Hist&MusSDiv (HDH)
Annex E.	Presidential proclamation 3044 (Display of the Flag at Half-Staff)	Hist&MusDiv (HDH)
Annex F.	Department of Defense Directive 1005.8 (Order of Precedence)	Hist&MusDiv (HDH)
Annex G.	United Nations Flag Code and Regulations as Amended on 28 July 1950	Hist&MusDiv (HD)
Annex H.	Presidential Proclamation 3418 (Display of the Flag at the United States Marine Corps Memorial in Arlington, VA)	Hist&MusDiv (HDH)
Annex I.	Public Law 203--81st Congress (Flag Day); Public Law 89-443-89th Congress (National Flag Week)	Hist&MusDiv (HDH) *(JADiV (JAL))
Annex J.	Presidential Proclamation 4000 (Display of the Flag at the White House)	Hist&MusDiv (HDH)

*In those sections where two or more staff agencies appear, the one appearing first is the coordinator.

Figure 8-2.--Staff Agencies Having Responsibility for the Flag
Manual--Continued.

CHAPTER 8

PUBLICATIONS AND DIRECTIVES

SECTION 2: DIRECTIVES SYSTEM

8200. DIRECTIVES MANAGEMENT

1. The DirAR (AREC) is the central control point for directives systems matters Marine Corps-wide; manages the system from an overall standpoint; provides for the management and administration of the Marine Corps Directives System; controls joint departmental publications (JDP's) and multi-Service publications (proposed or final) received from the Secretary of Defense, DOD agencies, military secretaries, and military services (referred to here as DOD components). Headquarters staff agencies receiving DOD components' directives, either in proposed or final form, that have not cleared through or been staffed by the DirAR (AREC) will deliver them immediately to the DirAR (AREC) before taking any action.

. The DirAR (AREC) staffs DoD components' proposals to the cognizant staff agency for appropriate action. Staff agencies will ensure all information requested on the directives control routing sheet is fully answered before returning their comments or recommendations on the proposal to the DirAR (AREC).

8201. MARINE CORPS DIRECTIVES

1. Any communication as defined in MCO P5215.1 will be issued in a Marine Corps directive. A directive may also be issued in message format and addressed to ALMAR, AIG, or to selected plain language addressees (PLA).

2. Preliminary staffing and editorial review will be accomplished per current regulations.

3. Many Marine Corps directives have been digitized and uploaded to the HQMC LAN Bulletin Board. These directives may be viewed on the screen or downloaded to your local or shared drive, provided they are not too large. If the directive is too large to download, recommend staff agencies "print screen" those portions needed. If a staff agency requires the entire directive, or a directive not available on the LAN, a printed copy may be obtained from the DirAR (AREC) in room 1309.

8202. DEPARTMENT OF DEFENSE DIRECTIVES1. Proposed and Formal Issuances

a. Proposed Issuances. The DirAR (AREC) controls all proposed DOD components' issuances and staffs them to the cognizant staff agency for appropriate action. The cognizant staff agency will indicate concurrence by signing the directives control routing sheet, when routine, and return all related papers with the proposal to the DirAR (AREC). The HQMC sponsor's code, phone number, and action officer's name/grade will be appended to or on the directives control routing sheet. When there are substantive comments or nonconcurrence of particular significance to the Marine Corps, the cognizant staff agency will consolidate and prepare the reply to the office shown on the SecNav Admin control sheet stating the Marine Corps position, a brief summary

of the nature of the problem, and the reason for the Marine Corps position. If the reply requires higher authority signature, send the proposed reply to the senior official (ACMC) through the SGS for signature with the signature section left blank. After signature, attach a copy of the signed and dated reply to the package and return all related papers to the DirAR (AREC) for documentation and clearance of reports.

b. Formal Issuances. Formal issuances are published as DOD directives (policy statements) and DOD instructions (instructional). These issuances are forwarded to this Headquarters under SecNav Admin control sheets. The DirAR (AREC) staffs them to the cognizant staff agency for action.

c. Implementation

(1) When a DOD issuance requires implementation by the Marine Corps, the action official should use the exact language of the DOD issuance in the Marine Corps implementing directive if appropriate. Within 48 hours after receiving a DOD issuance, staff agencies are to furnish the sponsor's code, name/grade and phone number to the DirAR (AREC) by phone, but retain the directives control routing sheet until action is completed. Upon completion, use the routing sheet to forward two copies of the Marine Corps implementation to the DirAR (AREC) for further processing.

(2) When the Navy (i.e., CNO, NaVCompt, etc.) is implementing the DoD issuance for the Navy and Marine Corps, the HQMC action official will provide the DirAR (AREC) with the Navy action office code; name, grade/rank of the Navy official; and phone number on the directives control routing sheet and return all related papers to the DirAR (AREC).

(3) When the Marine Corps implementation is contained in a joint departmental publication (JDP) or multi-Service document, the cognizant staff official will furnish the identity of the lead service or agency; name and grade of action official; and phone number on the directives control routing sheet and return all related papers to the DirAR (AREC).

(4) Heads of staff agencies identified in MCO P5215.1 are authorized to sign Marine Corps orders that implement a change to a DOD issuance when the DOD change transmittal is signed by the Director, Correspondence and Directives Division (OASD Comptroller), and contains only minor changes which have no impact on Marine Corps policy.

(5) When the DOD issuance affects Marine Corps policy, the Marine Corps implementing directive will be referred to the SGS for signature by one of the senior officials.

2. Report of Implementation. Staff agencies will send a report of action to the DirAR (AREC) in the form of a memorandum or a statement attached to the directives control routing sheet. Attach two copies of the Marine Corps implementing directive to the directives control routing sheet and send them to the DirAR (AREC). When the draft of the implementing directive is forwarded under the sponsor's routing sheet, show the number (SSIC) and date of the DOD which the Marine Corps directive is implementing. The DirAR (AREC) is required to submit reports of implementing directives to the SecNav. The report includes one of the following:

a. The identity of a new or existing implementing directive by SSIC, date, and subject. If implementation is published in a Marine Corps manual (P-type) currently held in SecNav files, the implementing chapter(s) or paragraph(s) numbers of the directive are furnished to the SecNav, which will normally suffice.

b. The change and date nomenclature when a DOD issuance is implemented by a change to a Marine Corps directive.

c. A brief statement or explanation when a Marine Corps implementation is not required.

d. Information when a Navy Department agency (i.e., CNO, NavCompt, etc.) will implement the DOD issuance for both the Navy and the Marine Corps or that the implementation will be covered in a joint departmental publication (JDP) or multi-Service document.

8203. NAVY DEPARTMENT DIRECTIVES

1. Formal and Proposed Issuances

a. Formal Issuances. Navy Department directives are issued as instructions and notices by offices of the Navy Department (SecNav, OPNAV, NavCompt, BUMED, and system commanders, etc.). Formal issuances are distributed individually to Marine Corps addresses by their Standard Navy Distribution List (SNDL) codes, to all ships and stations, and to Marine Corps distributions. (MCO 5215.12 for specific details.)

b. Proposed Issuances

(1) Control of proposals. Navy staff offices refer their proposed directives to the DirAR (AREC) when Marine Corps clearance is needed. If an HQMC staff agency receives a proposed Navy directive directly from a Navy originator, that staff agency will immediately deliver the proposal to the DirAR (AREC) before taking any action. The DirAR (AREC) controls and staffs the proposal for clearance and distribution requirements, and for further documentation and archival purposes.

(2) Distribution Assignment for Proposals. If the SNDL distribution shown on the proposed directive is not adequate, the cognizant staff agency can modify it to add or delete Marine Corps SNDL codes. The cognizant staff agency can establish and attach a list of individual activity codes (IAC's) to the directives control routing sheet in the same manner required for establishing an IAC list for distribution of Marine Corps directives.

(3) Cognizant Staff Agency Responsibility

(a) Routine Responses. The cognizant staff agency will obtain comments from other interested offices, consolidate their responses, and send the consolidated response and all related papers to the DirAR (AREC) in time to meet the due date. Routine responses are composed by the DirAR (AREC), who returns the proposal to the Navy originator.

(b) Substantive Responses. Comments of a substantive nature will be formally prepared and signed by the cognizant staff agency. The cognizant staff agency will return the formal reply along with all related papers to the DirAR (AREC) for proper documentation, clearance of records, and for the return of the reply to the Navy originator.

3. Control and Distribution. The DirAR (AREC) controls and distributes all Navy directives within HQMC, except for the Navy Transmittal sheet of "All Ships and Stations" directives, and Navy directives that are assigned Marine Corps PCN distributions.

8204. JOINT DEPARTMENTAL PUBLICATIONS (JDP) OR MULTI-SERVICE DOCUMENTS1. Definition

a. Joint departmental publication (JDP) - is a directive identified and issued as a Marine Corps order (MCO) in a directives system; a regulation; or publication issued in a single version by two or more DOD components (e.g., DOD agencies, military secretaries (i.e., at seat of Government)), when a requirement exists for uniformity that necessitates identical language, form, or timing.

b. Multi-Service document - is a regulation or publication, exempt from a directives system, issued in a single version by two or more military services when a requirement exists for uniformity that necessitates identical language, form, or timing.

2. Staff Function. The DirAR (AREC) controls and staffs all proposed JDP's or multi-Service documents. They are staffed to cognizant staff agencies for:

a. Review and approval.

b. Assignment of Marine Corps service identification.

c. Assignment of Marine Corps distribution by IAC's and number of copies per IAC (like establishing an IAC list for distribution of Marine Corps directives). The DirAR (AREC) coordinates and provides the Marine Corps printing and distribution requirements to the lead agency or service.

d. Authentication. An authentication sheet is normally prepared and furnished by the DirAR (AREC) to the cognizant staff agency for signature by the principal subordinate. The authentication shows the Marine Corps service identification, subject, and the "BY ORDER OF THE SECRETARY OF THE NAVY:" statement (included when paragraph 8204.1 a applies, omitted when paragraph 8204.1b applies). The signature block of the authenticating officer's name, title, and grade, respectively, is typed on the authentication sheet at the signer's level.

e. Signature Authority. SENAVINST 5602.1 states, "Joint documents will be signed on behalf of the Department of the Navy by the official who would normally promulgate it within the Department. The DOD Reorganization Act of 1986 requires clear separation; e.g., between activities with authority to make policy and activities with authority to execute policy. Both activities issue directives, but the executor would be different in each case (unless double-hatting were determined to be feasible). The officials listed below (or the person formally appointed to replace temporarily that official) are authorized to sign JDP's or multi-Service documents by title:

a. Deputy Chief of Staff for Manpower and Reserve Affairs

(1) Assistant Deputy Chief of Staff for Manpower and Reserve Affairs, M&RA Department

(2) Assistant Deputy Chief of Staff for Manpower and Reserve Affairs, Reserve Affairs, M&RA Department

(3) Director, Personnel Management Division, M&RA Department

(4) Director, Personnel Procurement Division, M&RA Department

(5) Director, Manpower Plans and Policy Division, M&RA Department

- b. Deputy Chief of Staff for Installations and Logistics
- c. Deputy Chief of Staff for Plans, Policies and Operations
- d. Deputy Chief of Staff for Aviation and
Director, Aviation Plans, Policy and Requirements Division, AvnDept
- e. Deputy Chief of Staff for Programs and Resources
- f. Assistant Chief of Staff for Command, Control, Communications,
Computer and Intelligence (C4I/Intel)
- g. Director, Judge Advocate Division
- h. Legislative Assistant to the Commandant
- i. Director of Public Affairs
- j. Director of Marine Corps History and Museums
- k. President, Marine Corps Permanent Uniform Board
- l. Director of Administration and Resource Management
- m. The above individuals may not sign joint or multiservice documents if:
 - (1) The document establishes or changes existing Marine Corps policy.
 - (2) The document implements directives from higher authority
(excluding those of a technical, nonpolicy-determining nature).
- n. The subject matter is determined by HQMC oversight authority to be
appropriate for signature by one of the HQMC senior officials.

8205. DIRECTIVES ANNOUNCING CONFERENCES, SEMINARS, AND INSTITUTES

1. Various Headquarters staff agencies periodically issue Marine Corps directives announcing conferences, seminars, and other types of developmental meetings. Normally, these directives recommend participation by a staff agency representative, give the name of sponsoring organization, costs of registration, purpose of the meeting, and benefits of participation.
2. The sponsoring staff agency must send all proposed announcements about such meetings to the DirAR for review before release to preclude the issuance of conflicting information.

8206. GREEN LETTERS AND WHITE LETTERS

1. Background. Green Letters and White Letters are extraordinary communication techniques and are not intended to duplicate other forms of communication. They will not be used in place of the Marine Corps directives system. Green Letters and White Letters are reserved as a means for the Commandant to express his personal thoughts and policies on a variety of topics that he considers in need of command emphasis. These letters will not be used in lieu of other more appropriate techniques of communications.

2. Green Letters. Green Letters were initiated by the Commandant of the Marine Corps in January 1956 as an informal way to communicate with general officers on a personal and private basis. Currently, the Commandant chooses to use these letters to express his position or concern on matters he views as having a critical importance. Green Letters are kept only in the personal files of general officers and, as such, they will be carried or mailed from one duty station to the next by the general officer.

3. White Letters. White Letters are sent to all commanding officers and officers in charge and are kept in organizational files. A readily apparent and most important distinction between Green Letters and White Letters is the contents of the former are of a private nature, the contents of the latter are intended for wide publication. White Letters are also reflections of the Commandant's personal thoughts and policies. Each White Letter will contain a self-cancellation date 1-year from the anticipated publication date.

4. Draft Instructions

a. Green Letters and White Letters must be written so their impact is the same as a personal conversation with the Commandant. They should be cast in the context of commanders' guidance. They are not appropriate vehicles for matters requiring reports and are not intended to be subsequently used as references in other documents.

b. Use the following checklist when drafting Green Letters and White Letters:

(1) Review all means of written communication to decide if a Green Letter or White Letter is the best means.

(2) Keep it short--one page, if possible.

(3) Do not address more than one subject in each letter.

(4) Classified matter will not be included in White Letters and is discouraged in Green Letters.

(5) Do not use a reference line. If references are absolutely required, incorporate them into the text of the letter.

(6) Avoid being directive in tone.

(7) Present the thrust of the letter clearly but allow the recipients to determine how to best translate it into action; i.e., less detail.

(8) Make the style personal and conversational--avoid "jargon."

5. The DirSplProj (SPD) has cognizance over Green Letters and White Letters. Questions as to format and style should be directed to that office.

a. Route all Green Letters and White Letters to the Commandant via the DirSplProj.

b. SPD will assign the appropriate Green Letter or White Letter number, date the letter, and ensure sufficient reproduction.

c. White Letters will be distributed to the field by the DirAR (AREC).

d. Green Letters will be distributed by SPD through the DirAR (ARAC).

e. The DirSplProj will review Green Letters and White Letters annually. Upon completion of this review, recommendations for cancellation will be sent to the Commandant. The results of the review will be published in a Green or White Letter listing those to remain in effect.

f. SPD will maintain minimal numbers of extra copies of Green Letters and White Letters.

CHAPTER 9

INSPECTIONS, AUDITS, AND INVESTIGATIONS

	<u>PARAGRAPH</u>	<u>PAGE</u>
HANDLING OF IGMC INSPECTION REPORTS.....	9000	9-3
PROCESSING OF INSPECTION REPORTS AND STUDIES CONDUCTED BY INSPECTORS GENERAL.....	9001	9-3
INSPECTIONS CONDUCTED BY HQMC STAFF AGENCIES.....	9002	9-3
PROCESSING OF AUDITS CONDUCTED BY AGENCIES EXTERNAL TO THE MARINE CORPS, HQMC.....	9003	9-4
AUDIT OF NONAPPROPRIATED FUNDS.....	9004	9-4
IGMC INVESTIGATIONS/INQUIRIES.....	9005	9-4

FIGURE

9-1	SUMMARY OF INSPECTION.....	9-5
		9-1

CHAPTER 9

INSPECTIONS, AUDITS, AND INVESTIGATIONS

9000. HANDLING OF IGMC INSPECTION REPORTS. IGMC inspection reports (which includes readiness assessment evaluations) will be handled as follows:

1. The IGMC will provide inspection reports to appropriate staff agencies for review on a case by case basis. The staff agencies will review designated portion(s) of the report and provide comments on any listed discrepancies requiring a report of corrective action from the command. Agency's comments should be in a format so that the comments can be also provided to the command/unit concerned.
2. The report of staff review will show the review was coordinated as necessary with other staff agencies and those agencies concur with the comments being submitted. If the staff review finds no need for corrective response from the command, the staff agency must still report back to the IGMC.
3. The IGMC will include the staff agency comments and reports of review in the inspection report. This report will outline discrepancies found during the inspection, note those requiring a report of correction, and include corrective guidance. By "copy to", the command/unit commander will be required to respond to the report. When the commander's reply returns, the IGMC will staff the reply back to the original agencies for a determination of the commander's responsiveness. It is the responsibility of the staff agency to communicate further with any commander whose reply is unresponsive. This situation will be reported to the IGMC with any relevant change.
4. Upon conclusion of all action necessary to complete each report, the report and all related material will be filed in the IGMC files.
5. The IGMC, through analysis of inspection results, will advise the Commandant and appropriate staff agencies of significant trends in noted discrepancies within the Marine Corps.

9001. PROCESSING OF INSPECTION REPORTS AND STUDIES CONDUCTED BY INSPECTORS GENERAL. HQMC receives copies of inspection reports from external Inspectors General that affect or may affect the Marine Corps. The IGMC reviews these reports and distributes them to the appropriate staff agencies for information, comment, or action. If necessary, the IGMC will provide comments or recommendations on the reports.

9002. INSPECTIONS CONDUCTED BY HQMC STAFF AGENCIES. One of the functions of the IGMC is to coordinate the efforts of organizations engaged in the periodic evaluation of effectiveness, efficiency, integrity, and economy in order to minimize duplication of inspections imposed on any unit or activity. In order to do this, the IGMC must be appraised of all inspections, whether planned or actually conducted, by HQMC staff agencies. The format provided in Figure 9-1 should be utilized to notify the IGMC. Through analysis of information obtained through all inspections results, the IGMC will then provide appropriate recommendations for improvement.

9003. PROCESSING OF AUDITS CONDUCTED BY AGENCIES EXTERNAL TO THE MARINE CORPS, HQMC. HQMC receives copies of announcements of audits conducted by the General Accounting Office (GAO), the Department of Defense Inspector General (Audit) and the Naval Audit Service (NAS) that affect or may affect the Marine Corps. The DC/S P&R (RFR) reviews each announcement and makes distribution throughout HQMC and sponsors opening conferences and other meetings as may be appropriate in order to coordinate the audit. When audit reports are issued, the DC/S P&R (RFR) reviews each audit report, solicits input from Headquarters staff agencies, and prepares coordinated Marine Corps responses on matters cited in the report that HQMC and Marine Corps field commands have concurred in. The DC/S P&R (RF) is also responsible for maintaining an up-to-date followup system on all audit recommendations with which HQMC has agreed.

9004. AUDIT OF NONAPPROPRIATED FUNDS

1. The DC/S P&R (RF) is responsible for the continuous audit of the Marine Corps Morale, Welfare and Recreation Support Activities, and the Designated Miscellaneous Funds which are administered by the Commandant.

a. The Audited Fund will keep the original audit report, together with the final action of the Commandant, on file. The DC/S P&R (RF) will retain a copy of the audit report on file. The DC/S P&R (RF) is responsible for ensuring followup action on all reports.

b. Reports of audit will be sent at the completion of each audit to the CMC.

9005. IGMC INVESTIGATIONS/INQUIRIES. The IGMC initiates and conducts non-criminal investigations into any Marine Corps matter as directed by SECNAV, CMC, the Naval Inspector General (NAVINGEN), or as otherwise deemed appropriate. Additionally, the IGMC serves as the official Marine Corps representative to whom, as an alternative to the normal chain of command channels, military and civilian personnel may request assistance or lodge complaints and provide facts without fear of reprisal concerning: violations of law, rules, or regulations; fraud, waste, or inefficiency; abuse of authority or other misconduct; and other matters that can be reasonably expected to be of interest to the SECNAV, CMC, NAVINGEN, or DoDIG; in order to ensure appropriate inquiry and management action.

PLACE (ACTIVITY OR GEOGRAPHIC AREA) VISITED
INCLUSIVE DATES OF INSPECTION PERIOD

I. INSPECTION PARTY

Composition.

II. ITINERARY

Units, areas or locations visited, and times.

II. PURPOSE AND NATURE OF INSPECTION

Brief description of the purpose of the trip, and the nature of the exercise, test, demonstration, etc.

IV. DETAILED NOTES

To include information gained by the inspecting party, verbal requests sent by units inspected, matters in need of correction, resolution or clarification and any other matters in which elements of this Headquarters might be interested.

Figure 9-1.--Summary of Inspection

CHAPTER 10

PUBLIC AFFAIRS

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL.....	10000	10-3
COORDINATION OF PUBLIC INFORMATION.....	10001	10-3
PROCEDURE FOR MEDIA QUERIES.....	10002	10-3
PROCEDURE FOR MEDIA INTERVIEWS.....	10003	10-4
MEDIA COVERAGE FOR MARINE CORPS EVENTS.....	10004	10-4
COORDINATION OF COMMUNITY RELATIONS.....	10005	10-5
		10-1

CHAPTER 10

PUBLIC AFFAIRS

10000. GENERAL

1. The Director of Public Affairs (DirPA) represents the Commandant in all matters concerning public affairs.
2. Public affairs includes public information, internal information, media relations, and community relations.
3. Headquarters staff agencies will cooperate with the DirPA by responding to requests from the public, including the media, for information about the Marine Corps, and for Marine Corps participation in public events.

10001. COORDINATION OF PUBLIC INFORMATION

1. The DirPA is the coordinating staff agency for all matters of public affairs at HQMC. These matters include contacts and cooperation between HQMC and the news, pictorial, broadcasting and telecasting media, motion pictures, magazines and commercial advertisers.
2. Staff agencies will inform the DirPA, in advance, of plans to participate in network radio or television shows or cooperation with news media and commercial advertisers that will result in national news or publicity about the Marine Corps. No commitment for participation or cooperation will be made without prior referral to the DirPA.
3. Requests from the public under the Freedom of Information Act (FOIA):
 - a. The DirAR (ARAD) is the central coordinating authority for the FOIA.
 - b. Requests for Marine Corps documents or records by members of the public will be handled per current Marine Corps directives.
 - c. In all instances where a denial is contemplated, the appropriate staff agency will give the DirAR (ARAD) a proposed response and supporting documents. The DirAR (ARAD) will review these and decide if additional staffing is needed before submission of denial for signature. This procedure will be accomplished by all Headquarters staff agencies except DC/S I&L.
 - d. The DirAR (ARAD) will also act as the central coordinating authority should the requester appeal to the SecNav.
4. The CO, HqBn, HQMC has authority to release information of local interest either directly to local media or through the Fleet Home Town News Center. All media requests for information of other than local interest will be referred immediately to the DirPA.

10002. PROCEDURE FOR MEDIA QUERIES

1. The DirPA will answer all media queries directed to HQMC. Media representatives work against stringent deadlines, therefore all personnel concerned with replying to media queries, whether the reply is favorable or not, will work as quickly as possible. Delays in replies may be construed as a means to avoid unfavorable publicity and lead to unwarranted adverse speculation.

2. The following procedures are set up for processing all media queries received at HQMC:

a. The DirPA, or his representative, will answer routine queries directly to the media.

b. The DirPA will refer queries of a technical or sensitive nature to the head of the appropriate staff agency. The agency must answer these queries by the deadline given.

c. The DirPA will send queries to staff agencies in writing or telephonically. Staff agencies will respond in writing time permitting.

d. When all or part of a response to a media query involves classified material, the staff agency will obtain assistance from the DirPA action officer in making as complete a response as possible without compromising classified material.

e. The DirPA will not withhold responses to media queries due to sensitivity or possible embarrassment to the Marine Corps.

3. Staff agencies to whom media queries are referred are responsible for the accuracy of all information furnished to the DirPA, and must inform the DirPA of security classification and sensitivity.

4. The DirPA will refer answers to media queries that are classified or sensitive to the ACMC or the DirIntel for disposition.

5. Media queries received outside of normal working hours will be handled following the instructions issued separately to the HQMC SDO.

10003. PROCEDURE FOR MEDIA INTERVIEWS. Media interviews will be processed similarly to media queries. The DirPA will coordinate all administrative matters to include date, time, place, and special equipment as required. Interviews with general officers will be taped whenever possible.

10004. MEDIA COVERAGE FOR MARINE CORPS EVENTS

1. The DirPA will provide for media coverage of Marine Corps events in the Washington, DC area that are of national interest.

2. The DirPA will coordinate administrative matters to include:

a. Invitations and RSVP'S to members of the media to include the Pentagon Press Corps and other representatives in the Washington, DC, area.

b. Preparation and distribution of press kits.

c. Parking for media representatives at the event sites.

d. Seating of media representatives during the event.

e. Other administrative matters as appropriate.

10005

10005. COORDINATION OF COMMUNITY RELATIONS

1. The DirPA is the coordinating staff agency for all community events involving participation by Marine Corps units and individual Marines. These events include those directed by higher authority and those public events outside the immediate areas or capabilities of local commanders.

2. The DirPA coordinates and provides the necessary staff assistance for Marine Corps participation in public events to include:

a. Department of Defense special events and programs.

b. Marine Corps public affairs and information programs using speakers, color guards, musical and marching units, static aircraft displays or aircraft flight participation/and other appropriate support for public events. This support includes participation by the U.S. Marine Band.

3. The DirPA is the principal staff advisor on plans and activities involving the Marine Corps and one or more elements of the civilian community. As principal staff advisor the DirPA will keep continuous liaison with:

a. Those HQMC staff agencies whose activities relate to the Marine Corps community.

b. The national headquarters of the Marine Corps-oriented organizations and their respective women's auxiliaries.

c. Navy-interest organizations when Marine Corps public affairs support is determined to be of mutual benefit to community events.

d. National veterans organizations.

4. The DirPA is responsible for monitoring those public affairs programs which ensure the continuance of Marine Corps traditions.

5. The DirPA will advise the ACMC on all Marine Corps community relations projects, programs, and problems related thereto.

CHAPTER 11

LEGISLATIVE MATTERS

	<u>PARAGRAPH</u>	<u>PAGE</u>
PROCEDURE FOR HANDLING LEGISLATIVE MATTERS	11000	11-3
PROCEDURE FOR PRESRNTATION BEFORE CONGRESSIONAL COMMITTEES	11001	11-3
HANDLING OF CONGRESSIONAL CORRESPONDENCE	11002	11-3
		11-1

CHAPTER 11

LEGISLATIVE MATTERS

11000. PROCEDURE FOR HANDLING LEGISLATIVE MATTERS

1. The Office of the Legislative Assistant (OLA) to the Commandant of the Marine Corps, will send staff agencies copies of bills or legislative proposals that are of interest or concern to them.
2. These staff agencies must provide information and comments to OLA within the deadline. OLA will then prepare comments for the Marine Corps.
3. The Legislative Assistant will call upon any HQMC staff agency or appropriate field commanders for information in connection with legislative proposals whenever necessary.

11001. PROCEDURE FOR PRESENTATION BEFORE CONGRESSIONAL COMMITTEES

1. When the views of the Marine Corps relative to legislative proposal matters are desired by congressional committees, the Commandant or his designated representative, will make the presentation. When the nature of the proposal makes it advisable, the Commandant, or his representative, will be accompanied by a representative of the staff agency having cognizance of the subject matter, so he may be available to supply additional facts or detailed data the committee may require. The Commandant, or his representative, will always be accompanied by the Legislative Assistant or the House/Senate Liaison Officers. Any presentation of information to Congressional Authorizers (or other committees less appropriations) must be coordinated with OLA.
2. Regulations directing the preparation of statements for presentation before Congressional committees are found in SECNAVINST 5730.5G, procedures for the Handling of Naval Legislative Affairs and Congressional Relations. OLA will provide additional instructions on testimony preparation and assist in the preparation of witnesses as required.
3. The divulging of testimony before congressional committees that includes classified information will be governed by DoD 5200.1, Department of Defense Information Security Program Regulations and OPNAVINST 5510.1, Department of the Navy Information Security Program Regulations.

11002. HANDLING OF CONGRESSIONAL CORRESPONDENCE. See the HQMC Supplement to the Department of the Navy Correspondence Manual.

INDEX

A

ADP Services-----	51000
Alcohol Prohibition-----	5109
Assignments:	
Enlisted, general-----	4207
Enlisted policies and procedures-----	4208
Officer-----	4204
Audiovisual-----	51200
Audiovisual Services-----	51203
Audits conducted by agencies external to the Marine Corps, processing of-----	9003
Audit and inspection of nonappropriated funds-----	9001
Audits Conducted by Agencies External to HQMC-----	9003
Automated data processing resources management-----	5808

B

Billets, request for additional-----	4101
Blood program, Department of the Navy-----	1002
Briefings for CMC-----	1007
Briefings, operational and administrative-----	1008
Briefings, designation of MC representation at policy presentations and information for SecNav-----	1005
Budgeting:	
Headquarters Equipment and Services-----	5112
TDY Costs-----	4100
Building alterations-----	5104
Building passes, DoD-----	3001
Building repairs and maintenance-----	5103
Bulletin boards-----	5106
Buses and Metro, use of-----	5700

C

Campaigns for health, welfare, and emergency relief organizations; solicitation and fundraising for-----	1003
Central and decentralized files-----	5400
Change of command ceremonies, CMC representatives at-----	1006
Chaplains/Religious Affairs-----	4222
Check-in/out procedures for military/civilian personnel-----	4103
Civilian employee administration-----	4600
Civilian employee publications-----	4601
Civilian, summer dress code-----	4602
Classified files-----	5406
Classified material, destruction of-----	3007
Classified matter and official information, security of-----	3004
Command Center, access to-----	3006
Commercial Activities Program-----	5802
Community relations, coordination of-----	10005
Conferences, seminars, institutes, directives announcing-----	8205
Conference, CMC monthly staff-----	1004
Conference rooms-----	5600
Congressional committee, procedure for presentation before-----	11001
Contact relief-----	4202

HQADMINMAN

Copymaking services and facilities-----	5505
Correspondence, congressional, handling of-----	11002
Correspondence, pickup from Office of Chief of Staff-----	5315

D

Decisions of CMC and ACMC, promulgation and maintenance of record-----	1009
Defense Regional Interservice Support Program-----	5802
Definitions, Military Personnel-----	4200
Destruction of Classified Material-----	3007
Directives Announcing Conferences, Seminars, and Institutes-----	8205
Directives control (except Headquarters directives)-----	8200
Directives DoD-----	8202
Directives, Marine Corps-----	8201
Directives, Navy Department-----	8203
Directory, HQMC Personnel Locator-----	4105
Directory, DoD Telephone-----	4104
Displays in HQMC main entrance lobby-----	5105
Documentation Management-----	5807
Duplicating/Copying-----	5502
Duty:	
Headquarters Staff Duty Watch-----	2004
Henderson Hall (Post) Duty Assignments-----	2005
Hours of-----	2002
Weekend watch-----	2003

E

Efficiency Review Program-----	5802
Elevators, entrapment in-----	5110
Emergency Dismissal and Essential Personnel Designation Policy-----	4603
Emergency Recall Personnel Listing, HQMC-----	4106
End-User Computing resources management-----	5808
Enlisted personnel, administration of-----	4210
Extensions, Tour-----	4209

F

Facsimile transmission-----	5204
Files:	
Authority to order-----	6002
Authority of Marines to review their own-----	6003
Central and decentralized-----	5400
Desktop reference material-----	5402
Worldwide Locator unit-----	6009
Management Terms-----	5401
Military personnel-----	6000
Official personnel files, maintaining private nature of-----	6006
Ordering, drawing, controlling, and returning; procedures for-----	6004
Safeguarding of-----	6005
Screening and filing material-----	6001
Standard equipment, supplies, and forms-----	5403
Unclassified Files Maintenance-----	5404

HQADMINMAN

Fitness Reports, general-----	4500
Fitness Reports, reporting senior/reviewing officer-----	4501
Flag Manual; responsibility for-----	8101
Flights, administrative for HQMC personnel-----	5704
Forms management-----	5805
Fundraising Campaigns-----	1003
Funding, HQ Equipment and Services-----	5112
Funerals, HQMC participation Conducted at Arlington National Cemetery-----	4220

G

General officers:

Arriving/departing Washington, DC-----	4215
Assigned to external billets in Washington area, dissemination of information to-----	4214
Headquarters Duty-----	2004
In receipt of official invitations-----	4216
Government aircraft, use for TAD/TDY travel-----	5705
Government vehicles, official-----	5703
Green Letters-----	8206

H

Headquarters Marine Corps Administrative-----	1000
Holidays-----	2000
Hours of Duty-----	2002

I

Information on current issues, providing to CG MCCDC-----	1011
Inspection, handling of Inspector General, Marine Corps inspections-----	9000
Inspectors General of the Navy, processing reports of inspection and studies conducted by-----	9002

J

Joint documents-----	8204
----------------------	------

K

L

Leave, annual for military personnel-----	4211
Legislative matters, procedures for handling-----	11000
Library facilities:	
Marine Corps Historical Center-----	5900
Logistics Studies-----	5901

M

Mail:

Courier service between HQMC and MCCDC1 Quantico-----	5313
Emergency destruction of mail and equipment-----	5312
Estimate of transmit time-----	5307
Guard Mail and Interagency Mail-----	5308
Location and hours of operation-----	5301
Mail and Files section services-----	5302
Official-----	5300
outgoing official-----	5303
Personal-----	5310
Pickup of correspondence from office of the ACMC-----	5315
Postal claims and inquiries service-----	5311
Postal cost management program-----	5304
Preparation of packages for mailing-----	5305
Schedule-----	5309
Shipment of material from HQMC-----	5314
Special mail and coding service-----	5306
Management engineering services, general-----	5800
Marine Corps Manual; responsibility for-----	8101
Media:	
Queries; procedure for-----	10002
Interviews; procedures for-----	10003
Coverage, for Marine Corps events-----	10004
Medical records of members and former members of the	
Marine Corps release of information from-----	6007
Message service, HQMC-----	5200
Microfilm projects-----	5804
Military personnel definitions-----	4200

N

National Naval Medical Center (NNMC), Bethesda, MD,	
Transportation to-----	4213

O

Office automation resources management-----	5808
Office equipment, security of-----	5101
Officers:	
Assignments-----	4204
Authorized to grant leave-----	4211
Being detached from rolls of HQMC-----	4206
Fitness reports-----	4500
Permanent, temporary, or temporary additional duty,	
reporting for-----	4205
Overtime/Compensatory Time-----	4604

P

Parking:

At Arlington Annex, Vehicle-----	51100
Headquarters Control Officer-----	51101
Individual Permit Holders-----	51103
Staff Agency Control Officer-----	51102
Policies and Procedures-----	51104
Passes, DoD Building-----	3001
Passes, property-----	3005
Personal affairs of military and civilian personnel, inquiries regarding-----	6010
Personnel Action Requests-----	4201
Personnel data, release of-----	6008
Personnel training, HQMC-----	4300
Quota cancellations-----	4303
Photographic services-----	51202
Physical Fitness-----	4212
Postal Claims, inquiry service-----	5311
Posting of Notices and Other Material on the Walls, Doors, and Elevators of Federal Buildings-----	5107
Presentations before congressional committees; procedures for-----	11001
Printing, duplicating, copymaking, general-----	5500
Printing-----	5501
Printing, deadlines-----	5503
Procedures manuals, compiling and maintenance of-----	1001
Property passes-----	3005
Providing information to CG MCCDC-----	1010
Public affairs, general-----	10000
Public information, release of to external media-----	10002
Public information, coordination of-----	10001
Publications System:	
General-----	8100
Responsibilities of staff agencies-----	8101
Distribution Responsibility-----	5504

Q

R

Reassignment and split tours-----	4203
Records Disposition-----	5405
Release of:	
Information from medical records of members and former members of the Marine Corps-----	6007
Personnel data-----	6008
Reporting of:	
Military and civilian personnel performing TDY in WashDC area-----	4221
Reports Management-----	5806
Representation at arrival ceremonies, White House-----	4218
Requests for additional billets-----	4101
Requisition procedures1 supply and services-----	5100
Responsible officers, assignment and duties of-----	5102
Retirement ceremonies-----	4217

S

Safeguarding files-----	6005
Security Indoctrination Program-----	4219
Security of classified matter and official information-----	3004
Security Watch, HQMC-----	3000
Security of Office Equipment-----	5101
Smoking in HQMC Occupied Spaces-----	5108
Solicitors, Visitors, and Peddlers-----	3003
Space allocation, utilization, request for-----	5111
Special Intelligence (SI) Special Activities Office (SAO) Access-----	3008
Split tours-----	4203
Staffing, military and civilian-----	4102
Staff Studies:	
General-----	7000
Preparation and Routing-----	7001
Decision-----	7002
Staffing of Proposed Publications and Changes-----	7003
Standard/Daylight Savings Time-----	2001
Supplies and services:	
Building alterations-----	5104
Building repairs and maintenance-----	5103
Requisition procedures-----	5100

T

Taxicabs-----	5702
Telephone:	
Facsimile transmission-----	5204
Directory, DoD-----	4104
Directory, HQMC-----	4105
Discipline-----	5203
Precedence System-----	5207
Recordings-----	5205
Services-----	5201
Usage-----	5202
Telephone and message traffic in an emergency; reduction of-----	5206
TYD in WashDC area, military and civilian personnel-----	4221
Temporary duty orders-----	4400
Theater, HQMC room 2201-----	5601
Thefts of Personal Items-----	3002
Time, Standard and Daylight Savings-----	2001
Total Quality Leadership-----	5801
Tour extensions-----	4209
T/O Coordinator, HQMC-----	4100
Training for HQMC military and civilian personnel, general-----	4300
Training, request for-----	4302
Training, course quota cancellations-----	4303
Training, determination of requirements-----	4301
Transportation services (Passenger)-----	4402
Shuttle between HQMC and MCCDC, Quantico-----	5701
Transportation to National Naval Medical Center (NMMC), Bethesda, MD-----	4213
Travel, DoD Advance Policy-----	4401
Travel, using government aircraft for TAD/TDY-----	5705
Tripbooks for CMC and other designated officials-----	1011